



Synod of Alberta and the
Territories
of the

Evangelical Lutheran Church

in Canada



for we are labourers
together with god.

1 corinthians 3:9

CALL PROCESS MANUAL

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CALL PROCESS MANUAL

**SYNOD OF ALBERTA AND THE TERRITORIES
EVANGELICAL LUTHERAN CHURCH IN CANADA**

SECTION 1

STEPS TO FOLLOW WHEN THE PASTOR RESIGNS....

- 1.01 THE PASTOR**, upon submitting his/her resignation to a congregational council, shall send a copy of the Letter of Resignation to **the bishop** and to **the conference dean**.
- 1.02 THE CONGREGATIONAL COUNCIL**, at a regular or called meeting, accepts the pastor's Letter of Resignation. An appropriate action immediately following the council's acceptance of the resignation, would be a letter to all members of the congregation which states that the congregation council has accepted the pastor's letter of resignation and the last date on which the pastor will serve the congregation. A gesture of love and a courtesy would include a statement of thanks to the pastor and family for their partnership with the congregation in Christ's work.
- 1.03 THE CONGREGATIONAL COUNCIL CHAIRPERSON** should contact the bishop's office officially to confirm the pastor's resignation and the effective date of that resignation. The bishop's office will arrange a time to meet with the congregational council.
- 1.04 RECEIVE THE CONGREGATION'S RECORDS.** The Parish Register of each congregation shall remain the property of the congregation. It is the responsibility of the pastor to maintain these records in proper and up-to-date order. The parochial records

consist of a record of all baptisms, confirmations, members received, dismissed, or removed from the congregation roll for any reason. **THE SECRETARY OF THE CONGREGATION** should meet with the pastor prior to his/her departure to review and receive the parochial records. The conference Dean shall review the records and submit the form (Appendix "B") to the synod office.

1.05 PLAN TO SETTLE FINANCIAL ACCOUNTS. A congregation shall settle financial obligations with the departing pastor before calling a successor. This will include salary as well as all benefits due as of the effective date of resignation. Any debt or other financial obligation incurred by the pastor to the congregation shall likewise be satisfactorily settled. If a departing pastor makes special requests which extend beyond normal and customary departure procedures, these should be shared with the bishop before being officially granted, and any action taken shall be properly recorded in the congregation council minutes.

1.06 PLAN TO HONOUR AND THANK THE RESIGNING PASTOR AND FAMILY. **THE CONGREGATIONAL COUNCIL** may plan appropriate expressions of appreciation for the resigning pastor and family. Possibilities may include a reception, including invitations to fellow pastors, community leaders, and friends of the congregation; a formal dinner to include those suggested above; and a love gift to the pastor and family as an added expression of thanks. A special committee may be appointed to recommend the type of event and to coordinate all the congregation's expressions of appreciation. A Service of Godspeed would be appropriate to use as a part of the liturgy on the pastor's last Sunday with the

congregation. See Appendix "C" for a suggested order of service.

SECTION 2

FIRST MEETING: CONGREGATIONAL COUNCIL WITH BISHOP OR BISHOP'S REPRESENTATIVE.

2.01 Acknowledging that only God knows our true needs, the congregation agrees to pray for openness to God's guidance. Agenda items to be considered:

2.02 CONDUCT AN EXIT INTERVIEW. An exit interview may be conducted by the Bishop/Bishop's representative with the resigning pastor and the THE CONGREGATIONAL COUNCIL and/or MUTUAL MINISTRY COMMITTEE.

The purpose of the interview is to evaluate the ministry, to identify areas of potential growth for the pastor and congregation, and to celebrate the ministry. See Appendix "D" for a sample Exit Interview. The congregational council may choose to open this meeting to the entire congregation.

2.03 DISCUSS POSSIBILITIES FOR INTERIM MINISTRY. (See Section 3).

2.04 DISCUSS SELECTION OF CALL COMMITTEE (See para. 4.01)

2.05 PROVIDE CALL PROCESS MANUALS FOR THE CHAIRPERSON OF THE COUNCIL and the chairperson of the call committee.

2.06 PLAN FOR A CONGREGATION STUDY. (See details under "Second Meeting, Section 4.)

SECTION 3

MINISTRY DURING THE PASTORAL VACANCY.

3.01 The bishop of the synod is responsible, along with the congregation council, for the

maintenance of pastoral care and leadership of the congregation in the interim. In order to fulfill this responsibility, the bishop, in consultation with the congregation council, will appoint an interim pastor during the congregation's pastoral vacancy. Normally, appointment of the interim pastor will be made by the bishop prior to the resigning pastor's departure or shortly thereafter.

3.02 TYPES OF INTERIM MINISTRIES

- 3.02.1** An interim pastor appointed to serve pastoral needs while the congregation is in the call process seeking a regularly called pastor, and serves until the new pastor arrives. This type of interim ministry may involve the full or part-time services of the pastor who is appointed.
- 3.02.2** An interim pastor appointed for a specific time to serve the congregation in a specific ministry of transition to help the congregation move toward the process of seeking a regularly called pastor. This type of interim ministry may involve the full-time or part-time services of the pastor who is appointed and may utilize other resource people to address specific concerns.
- 3.02.3** An interim pastor appointed to serve a congregation which may not be seeking a regularly called pastor. This is a specialized type of ministry which will be defined by the bishop in consultation with the congregation.
- 3.02.4** An interim pastor appointed to serve in a multiple-staff congregation may be an associate/assistant pastor already serving in the congregation, or may be a pastor from outside the congregation. If the associate/assistant pastor is appointed to be the interim senior pastor, then that person would not be eligible

for a call as senior pastor.

3.03 RESPONSIBILITIES OF THE INTERIM PASTOR.

The interim pastor will be responsible for oversight of the basic pastoral needs of the congregation. Such needs normally include emergency calls at home or in the hospital, catechetical instruction, pastoral acts, pastoral guidance for the council and the congregation, including attendance of council and congregational meetings, etc. Availability of the interim pastor for many duties may be limited, indicating the need for congregational committees to be active. It is the duty of THE CONGREGATIONAL COUNCIL to inform parishioners of the interim pastor's duties to avoid unrealistic expectations of a person who likely will not be a full-time pastor. Appendices "E" and "F" provide a worksheet and sample contracts for interim ministry. The council also needs to designate persons or committees to oversee certain aspects of the congregation's interim life—such as the newsletter, care of the church property, and other administrative tasks. Consultation with the church secretary and other staff will aid in such designations. Such arrangements need to be communicated to members of the congregation.

3.04 COMPENSATION OF THE INTERIM PASTOR.

The interim pastor shall be compensated for the time spent serving the pastoral needs of the congregation. The terms of such compensation shall be detailed in the agreement between the interim pastor and the congregation council (See Appendix "F"). THE CONGREGATIONAL COUNCIL should refer to the synod's current "Compensation Guidelines for Interim Pastors" in setting the terms of compensation

(See Appendix "G").

3.05 AUTHORITY OF THE INTERIM PASTOR.

The interim pastor, a minister of the Evangelical Lutheran Church in Canada, may be a pastor of a neighbouring congregation, a pastor under call to special service, a pastor on leave from call, or a retired pastor. During service to the congregation, the interim pastor shall have the rights and duties of a regularly called pastor. However, the synodical constitution prohibits any involvement of the interim in the call process. It should be understood by all parties that the interim pastor shall not be a candidate for pastor of the congregation.

3.06 SERVICE OF INSTALLATION OF THE INTERIM PASTOR.

The interim pastor should be officially installed by the chairperson of the congregational council at a Sunday worship service. See sample format entitled "A New Beginning: Interim Ministry Covenant" (Appendix "H").

3.07 PROGRESS REPORTS.

The interim pastor will submit an "Interim Pastor's Report" to the Synod office each month (See Appendix "I").

3.08 CLOSURE OF THE INTERIM RELATIONSHIP.

Upon completion of service, THE INTERIM PASTOR shall certify to the bishop of the synod that the parochial records for the period for which he or she was responsible are in order. It is appropriate for some recognition of services to be arranged by THE CONGREGATION COUNCIL at the conclusion of the interim pastor's appointment.

3.09 OTHER PASTOR'S RELATIONSHIPS WITH THE CONGREGATION.

The interim pastor should normally be requested to perform all ministerial acts within the congregation. Members of the congregation shall not call on the former pastor or any other pastor for ministerial acts without the express invitation of the interim pastor. The bishop will instruct the departing pastor not to return to the congregation to conduct services, including weddings and funerals, after termination of ministry there, unless invited by the interim or newly-called pastor. The former pastor should not return for pastoral acts for at least a full year after departing in order that the transition might be completed. This matter would be an appropriate one to discuss in the exit interview. This procedure emphasizes that a congregation begins to grow toward the future rather than clinging to the past.

3.10 SUPPLY PASTORS.

The responsibility for securing pastors to conduct worship services lies with **THE CONGREGATIONAL COUNCIL** in consultation with the Bishop's office. In those cases where the interim pastor cannot fulfill this function, the synod stands ready, when requested, to assist the council in arranging for supply pastors. All supply pastors should be compensated for their services according to the current synodical guidelines (See Appendix "G").

SECTION 4

4.01 APPOINTMENT OF THE CALL COMMITTEE.

The call committee is extremely important in the selection of a new pastor. Following the Congregational Study, the call committee may be the congregational council, may be appointed by the congregational council, or elected by the congregation in

accordance with the congregational constitution.

- 4.02 PURPOSE OF THE CALL COMMITTEE.** This committee, seeking God's will through prayer, interviews, and possible visits, will recommend a candidate to the congregation for call. Members of the committee may remain as a transitions committee for the pastor's early ministry.
- 4.03 MAKE-UP OF THE CALL COMMITTEE.** If it is not the congregational council the number of persons on the call committee may be determined by the **CONGREGATION'S CONSTITUTION**. If a number is not specified in the constitution, then the congregation council shall determine the appropriate number for the committee. The call committee should have as much of a cross section of the congregation as is possible. A very workable number of persons is five to seven. Each should be an active member who communes and contributes regularly.
- 4.04 CHAIR OF THE CALL COMMITTEE.** The call committee chairperson may be appointed by the congregation council or elected by the committee membership. A secretary should be designated to record the actions of the committee and to communicate all actions of the committee to the bishop.
- 4.05 INSTALLATION OF THE CALL COMMITTEE.** This is an opportunity for prayerful commitment of the call committee members to their task, to ask God's blessings, to invite the prayers of the congregation throughout the process, and to introduce the call committee to the congregation. Appendix "J" provides a sample service.
- 4.06 EXPENSES OF THE CALL COMMITTEE.** All expenses of the call committee

while they are performing responsibilities of the call process should be paid by the congregation. This should be agreed upon at the establishment of the committee.

4.07 CANDIDATES ELIGIBLE TO RECEIVE A CALL. All approved ordained ministers in the ELCIC and ELCA are eligible for a call, with the exception of an interim or a supply pastor in the congregation he or she is serving.

4.08 CONGREGATIONAL COUNCIL AND CALL COMMITTEE CONDUCT THE CONGREGATIONAL PROFILE STUDY

4.09 The congregational profile will provide an opportunity to gather information, clarify needs for pastoral ministry, and explore the congregation's history and vision for the future (Appendix "K"). Members may be asked to have the congregation complete Part II of the Congregational Profile Form (See Appendix "K"). Information gained would be used by the bishop to help match candidate and congregation, and by the call committee in interviewing candidates.

4.10 RESULTS OF THE CONGREGATIONAL PROFILE STUDY.

The congregational profile study should be completed and the written report of the results of that study be sent to the bishop's office and to the **CHAIR OF THE CONGREGATIONAL COUNCIL** who will then distribute them to the members of the council and call committee, when appointed.

4.11 SUBMISSION OF NAMES OF POSSIBLE CANDIDATES FOR PASTOR.

Before the second meeting with the bishop or bishop's representative, **THE CHAIR OF THE CONGREGATIONAL COUNCIL** should let it be known that any persons in the congregation who have suggestions of possible candidates may submit those

names to the Council Chair (Nominations Form Appendix "L"). The Council Chair then will share those names with the bishop for consideration before the second meeting.

SECTION 5

SECOND MEETING: CALL COMMITTEE MEETS WITH THE BISHOP OR BISHOP'S REPRESENTATIVE.

5.01 **The bishop** or bishop's representative will lead **the call committee** in prayer and in a discussion of the basic procedures to be followed:

- * Analyze the results of the Congregational Profile Study as to the ministry needs and desires of the congregation. Also review the profiles of the candidates under consideration (see Comparison of Candidates to Ministry Requirements Form, Appendix "M").
- * Agree to **confidentiality**. This is a must. The ministry of a pastor may be jeopardized or division may be created within the congregation if news of consideration is prematurely divulged prior to the interview stage.
- * A two-thirds majority is required before the call committee may recommend a candidate to the congregation for call.

5.01.1 **The bishop** will discuss with **the call committee** specific candidates. These candidates may include ones suggested to the bishop from persons in the congregation, candidates who have expressed a desire to be considered in this congregation as well as ones whom the bishop feels might serve well in this particular call. In this conversation, it should be kept in mind that the Spirit calls

us to move beyond discrimination in age, race, and gender.

5.01.2 The bishop will leave with the committee biographical information of the candidates whom the call committee will consider. Occasionally a call committee requests to receive the name of only one candidate at a time (this would be the Primary Candidate), and to work with that candidate until the completion of the process. In that case, the bishop may be willing to provide one candidate and request that candidate to refrain from talking with other call committees until the process is complete. In such cases the call committee may elect to bypass one or more steps in the process in presenting the name of the Primary Candidate to the congregation for call.

5.01.2.1 If the call committee is open to considering a seminary graduate, the bishop or bishop's representative will present one seminarian for consideration. This person becomes the primary candidate (cf. 6:10). Should the committee determine that they cannot present this person for call, they will inform the candidate and the bishop, and may ask for another seminarian if one is available, or request candidates in accordance with 5.01.2.

5.01.3 When the committee removes an individual from consideration, this is to be reported immediately to the bishop along with the interview feedback from Appendix "N". If, however, the committee decides to continue the process with a particular individual, he/she should be informed. The call committee should communicate either decision to the candidate both orally and in written form.

(Sample letters are in Appendix "O".)

SECTION 6

THE CALL COMMITTEE GOES TO WORK

6.01. PREPARATION FOR THE INITIAL INTERVIEW/VISIT.

First consideration should be given to conducting a preliminary telephone interview to determine the interest and suitability of a candidate, as this can often be determined without going to the expense and inconvenience of a more formal interview, and will reduce the list to the candidates the call committee wishes to interview in person. If a preliminary interview is favourable, an initial interview should be arranged where the candidate (and spouse) can visit the congregation site.

6.02 INITIAL INTERVIEW

Initial contact with a candidate should be made by telephone with **THE CHAIRPERSON OF THE CALL COMMITTEE** arranging a time for an interview with the call committee. It is recommended that this initial interview take place at the site of the calling congregation. Prior to the initial interview, **THE CHAIRPERSON OF THE CALL COMMITTEE** should send the candidate information about the congregation (such information should include copies of the congregational profile, bulletins, newsletters, a yearbook, year-end reports, etc). The candidate might send the call committee similar material. A mock interview is often helpful in preparing the call committee for its first interview. The initial interview (**and indeed all meetings of the call committee**) should begin with prayer asking the guidance of the Holy Spirit throughout the meeting. Expenses of the candidate, including overnight accommodations and travel where indicated, should be paid by the congregation.

- 6.03** Plan to provide a guided tour of the congregation's facilities and of the community including churches, businesses, neighbourhoods of all types, schools, hospitals, recreation facilities, etc. Include an opportunity for the candidate to meet members of the congregation at a pot luck meal, dessert or some other type of informal gathering.
- 6.04** During this initial interview, the call committee and candidate should explore styles of leadership, goals, and expectations for ministry. Each member of the call committee might explain one area of ministry and take the lead in questioning the candidate in that area. (Education, Youth, Evangelism, Worship, etc.) Suggested questions for the interview are provided. (See Appendix "P").
- 6.05** It is appropriate to initiate some "ballpark" compensation discussion in this initial interview, to be sure that the salary package is adequate. However, details and specifics should come later if the process continues.
- 6.06** The call committee and candidate should review the results of the Congregational Profile Study and any other information that seems appropriate. Some questions that the committee and the pastor may want to ask are provided. (See Appendices "P").
- 6.07** If the interview process has been favourable, members of the call committee may wish to visit the candidate in his/her congregation for a worship service. In doing this, it is helpful to telephone ahead of time to insure that the candidate will be there on that particular occasion. The call committee needs to be sensitive to the impact its visit makes on the congregation.
- 6.08** If the call committee should decide that it is no longer interested in recommending a candidate for call, the following steps should be taken: a) the **chair of the call**

committee notifies the candidate and bishop immediately; b) the members of the call committee jointly complete an Interview Feedback Form (Appendix "N") and mail it (marked "Confidential") to the bishop.

- 6.09** If a candidate should decide that he or she is no longer interested in pursuing the call process with a congregation, he or she shall notify the chair of the call committee and the bishop immediately.
- 6.10** This process may be followed with each of the candidates selected for interview until one candidate is decided upon as the **PRIMARY CANDIDATE**. Until a primary candidate is chosen, candidates and call committees may be talking with others.
- 6.11** The Call Committee Chairperson notifies the bishop that they have selected a Primary Candidate. As in 5.04.03, the Bishop contacts the Primary Candidate and requests that candidate to refrain from talking with other call committees until the process with this congregation has been completed.

SECTION 7

THE PRIMARY CANDIDATE IS RECOMMENDED FOR CALL

7.01 THE CALL COMMITTEE FINALIZES ARRANGEMENTS WITH THE CANDIDATE.

- 7.01.1** The candidate and call committee agree on the terms of the call and compensation package. The "Letter of Call" and the accompanying Memorandum of Compensation (Appendix "Q") should be discussed in detail. Moving details may be discussed at this time as well. (**Note:** The congregation is responsible for all moving expenses.)

- 7.01.2 Details for the Letter of Call and Memorandum of Compensation are forwarded to the synod office for processing.
- 7.01.3 A congregational meeting is called according to the congregational constitution with time and date communicated to the synod office.
- 7.01.4 Consider an opportunity for the candidate to meet the congregational membership following the approval of the call committee and prior to the congregation's vote.

7.02 THE CONGREGATION CONSIDERS THE CALL.

- 7.02.1 The congregational meeting to recommend the candidate should be called according to the congregation's constitution. The Bishop or Bishop's representative conducts the meeting. The Chairperson of the call committee presents the information on the candidate, the Letter of Call, and Memorandum of Compensation. Full discussion is encouraged. A secret ballot giving approval by at least two-thirds of the members present will be required to issue a call. In a multiple point parish, each congregation must approve by at least a 2/3 majority.
- 7.02.01 See **Appendix "R"** for Procedural Guidelines for Conducting a Call Meeting.
- 7.02.2 **IF THE CONGREGATION ISSUES THE CALL**, the "Letter of Call" and the Memorandum of Compensation should be signed by the persons authorized by the congregation. If the Bishop is not present, the Bishop's representative conveys the Letter of Call to the Bishop. The **CHAIR OF THE CONGREGATION COUNCIL** should telephone the candidate to inform of

the congregation's decision. The bishop will sign the "Letter of Call" and send it to the candidate. It is appropriate for the call committee to serve as a Transition Committee on a temporary basis until a mutual ministry committee can be established.

7.02.3 **IF THE CONGREGATION DOES NOT ISSUE THE CALL**, the decision is communicated to the bishop, if not present, and candidate by the **CHAIR OF THE CALL COMMITTEE** and the bishop provides the chair of the call committee with additional names and the process begins again with the initial contact.

7.02.4 A pastor will acknowledge receipt of a "Letter of Call", and within thirty days of receipt inform in writing the person named in the Letter of Call of his or her decision. A copy of all correspondence is to be sent to the bishop. If a pastor declines a call the process reverts to Section 6.

SECTION 8

SPECIAL SITUATIONS

8.01 TERM CALLS. Normally a call is without limitation of term. (However, the synodical bylaws (Part III, Section 5) makes provision for what is called a "term" Call.) However, with the approval of the synodical bishop expressed in writing, which sets forth a clear statement of the purpose to be served by such a departure from the normal rule of permanency of the call, a congregation may call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop of this synod or a representative of the

bishop shall meet with the pastor and the chairperson of the congregation council or representative of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of Part III, Section 5.

8.02 CO-TERMINUS CALLS. In the case of multiple-staff ministries, if the call is to be extended to an associate pastor, assistant pastor or second pastor, a co-terminus call may be considered. A co-terminus call means that when a senior pastor resigns, the other pastor(s) will also resign at the same time. This does not preclude the latter from being considered for call to this same multiple-staff ministry in the same or different capacity. Whenever a co-terminus call is being considered, the bishop will discuss the implications of such a call with the congregation council, call committee and candidate.

8.03 ROSTERED OR CLERGY COUPLES. A rostered couple (the designation preferred to clergy couples) consists of pastors who are married to each other. Some rostered couples prefer to serve in the same congregations and others wish to serve in different congregations. Couples and congregations can often work out creative ways of meeting each of their needs (for example, in situations where the need is for "more than one or less than two"). In general, guidelines for team ministry would apply, but there may be special considerations concerning adequate housing, childcare allowance, taking holidays together, participation in synodical benefits packages, etc. Congregations should consider providing full continuing education contributions on behalf of both pastors when serving part-time. The Synod office may be contacted for up-to-date information.

SECTION 9

THE CALL IS ACCEPTED!

9.01 This can be an exciting time of thanksgiving and looking ahead for a congregation and their pastor-elect. At the same time, it can be a difficult time for the pastor-elect and family. A congregation must be very sensitive to the needs of its new pastor, from his or her leaving one ministry and moving to a new community to the start-up of a new ministry and everything that comes with it. A pastor who accepts a call must be sensitive, not only to the congregation he or she is entering, but also to the congregation he or she is leaving, since both are experiencing a transition, whether joyful or grieving or a combination of both.

9.02 There are several areas for consideration when a pastor has accepted a call. They are listed here, not necessarily in the order of their importance, but in the general order in which they occur.

9.03 STARTING TIME

The time frame from acceptance of call to arrival may vary and should be agreed upon by both the council of the congregation where the pastor is presently serving and the council of the calling congregation. The chair, or in the chair's absence, the vice-chair of the congregation council which is issuing a call should consult with the pastor-elect to determine when the acceptance can be announced publicly. A pastor shall notify both the former congregation and the new congregation when the new ministry will begin.

9.04 THE TRANSITION

- 9.04.1** Remember that all pastors do not place equal priority on the same activities. The habitual activities of a former pastor may be rare for a new pastor. During this new ministry transition it is important for a congregation and its new pastor to share expectations openly and negotiate priorities. A transition team can be very helpful during this time, up to a year after the pastor's arrival. It may be appropriate for the congregational council to ask the call committee to serve in this capacity since they are often the ones who know the new pastor best. In the course of the Call Process, they have already enjoyed a frank and open relationship, and have begun to develop a sense of mutual ministry. If some members of the call committee feel they cannot serve, they can be replaced as needed. A transition team can meet regularly with the pastor and other staff persons to discuss mutual concerns. Together they seek to develop and strengthen their ministry. Things to consider might include: the mission statement; short and long term goals; committee activities and their effectiveness; Sunday School/Confirmation/Youth/Adult/Senior programs; community involvement/support groups; building/debt considerations, etc.
- 9.04.2** Some of the beginning activities in which the transition team might be involved include the initial move and settling in of their new pastor and his or her family. Arrangements for moving shall be made between the council and the new pastor.

9.04.3

The transition team/congregational council might consider:

- a. If the new pastor has a family, be sure to welcome every member and be sensitive to each of their needs. Decide on appropriate situations for introducing each of them to the congregation and the community.
- b. There may be a need for assistance in finding a job for the new pastor's spouse.
- c. If there are children in the family, consider possibilities for making their move to a new school and community easier since this can be a very difficult transition, especially for teenagers.
- d. If a housing allowance is provided, be ready to give hospitality to the pastor and his or her family when they are on house-hunting expeditions.
- e. If there is a parsonage, be sure there is an assigned group of people responsible for getting it ready for the new pastor, with redecoration completed, grass mowed and utilities turned on, etc.
- f. Prepare a collection of local maps, information on your community, a list of shops, schools, hospitals, professionals and other information that will help orient a new pastor upon arrival. (Notify "The Welcome Wagon" for example).
- g. Assure the new pastor has plenty of time to move and settle in. A meal or two brought in during this time helps greatly. At least a week is necessary to unpack, get utilities hooked up, etc.
- h. Be sure that the pastor's office has been cleaned and that all signs have been up-dated.

- i. Both pastor and congregation should acknowledge the importance of introduction into the community. This is valuable for all concerned and makes the transition easier. Consider all possible means of community introduction including newspapers, radio and television. Congregational members should introduce their new pastor to community groups, leaders and agencies and pastors should respond positively to these opportunities as often as possible.
- j. The congregation in dialogue with their new pastor may wish to plan welcome events; a canned and paper goods drive to stock the cupboards of the new home; a potluck or reception after the first service and/or the installation; a series of "cottage meetings" in members homes to help the congregation get to know him or her and their family; etc.
- k. Suggest appropriate ways of entry into the congregation. It is helpful that certain visits be made within the first few weeks of a new ministry. There may also be certain key acts of ministry that need to be made soon after the new pastor arrives.

9.05 THE INSTALLATION

- 9.05.1** A date and time for the installation should be established between the new pastor, the congregation and the bishop's office. The bishop, conference dean or representative will install the new pastor. The new pastor, the person presiding at the installation, and members of the congregation arrange the service and select other participants. The

service of installation should be held as soon as possible after a new pastor's arrival. (Examples of orders of worship with installation are available from the bishop's office). Scheduling the installation for a Sunday afternoon or evening will enable the area pastors, and others in the community to attend. The order for the installation of a Pastor may be found in the Occasional Services Book. The pastor, in consultation with the congregational council, may want to designate the installation offering for a special cause.

- 9.05.2** Some congregations include a social event at the time of installation. This may be in the form of a reception or an informal dinner at which time the pastor and family can meet members and friends of the congregation and of the community.

9.06 CARING FOR THE NEW PASTOR

- 9.07.1** Caring for care-givers is a ministry that congregations can provide for their pastors. The transition team should insure that their new pastor has time for personal study, study in the company of others, participation in programs of continuing education, and extended study. The transition team should keep the council and congregation aware of the need for adequate time for the pastor's self and family care: spiritual, physical and emotional.

- 9.07.2** The ELCIC suggests that each congregation have a Mutual Ministry Committee through which care and support of the pastor(s) can take

place. If a transition team has been established, after they have been functioning for up to a year would be a good time to consider establishing a more permanent Mutual Ministry Committee. This committee may consist of members appointed by the pastor and members appointed by the Congregational Council, and may take leadership in reviewing at least annually the ministry of the congregation and the ministry of the pastor. A useful resource for setting up such a committee is THE MUTUAL MINISTRY COMMITTEE, a booklet available from the Synod office.

9.08 EVALUATION

Evaluation is a normal process and is often first scheduled for six months after the installation and is scheduled annually thereafter. Again, the leadership for this procedure can lie with the transition team or the Mutual Ministry Committee. Such a process provides a way to review periodically how the ministry of the pastor and congregation meets shared expectations. Conflicts are reduced and effective ministry is enhanced when mutual expectations are clearly discussed. A sample six-month ministry review is in Appendix "S".

9.09 A PASTOR'S RELATIONSHIP WITH HIS/HER FORMER CONGREGATION

A pastor's leaving can be a very emotional time. Once the official relationship with the congregation has been terminated by resignation or retirement, the pastor should not return to do official pastoral acts, such as weddings, funerals, baptisms, etc. The pastor may return after a period of time, determined perhaps by the church constitution

(suggestion: one year), to preach for a homecoming or other special occasion upon official invitation of the host pastor and the congregation council. The previous pastor may maintain friendships with members of a former congregation, but should never do so at the expense of undermining the present pastor's ministry. In short, a former pastor should remove himself or herself as completely as possible from the life and ministry of his or her former congregation.

9.10 IN CONCLUSION

When the process of calling a pastor has ended and the call has been accepted, years of opportunity for growth in Christ lie ahead as the congregation pursues God's mission through its ministry. The work done by the call committee will bear fruit through the mutual ministry of its congregation and new pastor. It would be very helpful for the Bishop and Synod Staff if the Chairperson of the Call Committee would fill out the Evaluation of the Call Process (Appendix "T") and return it to the Synod office. This will ensure the process itself serves our congregations in the best way possible.

CHECKLIST OF STEPS INVOLVED IN CALLING A NEW PASTOR

STEP 1 - CLOSURE

Your pastor has resigned. What do you do?

- The congregation council accepts the resignation.
- The council chairperson contacts the office of the bishop.
- A meeting of a representative of the bishop and the congregation council is planned for.
- The secretary of the congregation receives the parochial records from the resigning pastor. The Conference Dean reviews the records and submits the form Appendix "B" to the Synod office.
- Financial matters with resigning pastor are settled.
- An exit interview with the resigning pastor is conducted.
- A copy of the "Call Process Manual" is given to the council chairperson.
- Plans are made with the bishop for an interim ministry.
- Contact and a contract is made with the interim pastor.
- Plan to honour and thank the resigning pastor (and family).
- Plan for a Congregation Study to be conducted.

STEP 2 - SELECTION

How does the congregation begin the process of the selection of a new pastor?

- A call committee is appointed according to your constitution.
- Results of the Congregational Profile study are shared with the bishop, the congregational council, and the call committee.
- Members of the congregation may submit names of possible candidates for pastor to the council chair who will communicate these names to the bishop for possible consideration
- The council and call committee meet with the bishop to review the congregation

study and discuss the call process.

- The call committee meets with the bishop to discuss their task and to discuss the specifics of possible candidates whom the bishop gives and shares information about.

**The Committee has received information about the recommended candidates.
What next?**

- The call committee prays for the guidance of the Holy Spirit.
- The call committee determines the process by which the list is reduced to the one they will recommend for call.
- The list is reduced to those the call committee wishes to interview in person.
- The chairperson of the call committee contacts the candidates, setting up the interview and sending information about the congregation to each candidate.
- The interviews are conducted, providing congregational members opportunity to meet the candidate.
- The call committee might plan to visit the congregation of the candidate(s) for a worship service.
- If no candidate seems to be one they are being led to call, such information is conveyed to the candidates and the bishop's office is contacted for additional names. (An interview feedback form, Appendix "N", is filled out on each candidate and returned to the bishop).
- The interview process is followed with each person until one candidate is decided upon as the Primary Candidate, by at least a 2/3 majority of the Call Committee.
- The choice of the Primary Candidate is communicated to the candidate and the bishop.

STEP 3 - ELECTION

- A meeting is planned with the primary candidate and the call committee, in person or by phone.

- At this meeting, the "Letter of Call" and "Memorandum of Compensation" are discussed (these involve the particulars of compensation and the dates of the possible move.) Details of the Letter of Call and Memorandum of Compensation are forwarded to the Synod office for processing.
- A congregational meeting is called in accordance with constitutional requirements for the purpose of calling the candidate.
- The candidate and bishop are informed of the date of the meeting.
- The bishop appoints a representative to chair the congregational meeting.
- An informal gathering of the congregation may be called in order to provide further opportunity for the members to meet the candidate (and family).
- The congregation considers the call and the memorandum of compensation. A two-thirds majority vote by secret ballot is required to issue the call.
- The candidate is informed of the congregation's decision by the congregational chairperson.
- The official call form and memorandum of compensation is completed and signed and sent to the bishop who will then sign it and send it to the candidate.
- The candidate acknowledges receipt of the Letter of Call to the congregation and Bishop.
- The candidate responds in writing within 30 days of receipt of Letter of Call to the bishop and congregation.

STEP 4 - START UP

The candidate has accepted your call. What is left to do?

- The council notifies the congregation that the call has been accepted and when the new pastor will begin the call.
- Prepare for the arrival of your new pastor.
- Make plans with the pastor and bishop's office for a service of installation.

- ___ Plan to acknowledge the end of service of your interim pastor.
- ___ Welcome the new pastor (and every member of the pastor's family).
- ___ Introduce your new pastor to the congregation and community.
- ___ Make plans for the Transition Committee to begin working with the new pastor.
- ___ Call Committee Chairperson fills out the Evaluation of the Call Process and mails it to the Bishop.

Thank you, Lord, for leading us together for service to you, your church, and the world. May you be glorified in our ministry in your name. Amen.

Report Of

EXAMINATION OF PAROCHIAL RECORDS

made to the Dean before a pastor leaves a parish.

Date: _____

Congregation: _____ Pastor: _____

Address: _____

Congregational Secretary: _____

Congregational Secretary's Address: _____

Conference: _____ Dean: _____

Date by which examination is to be completed: _____

Approved Constitution for Congregations, Article VII

- Section 4. Every pastor shall
 - g. Keep accurate membership records including baptisms, confirmations, marriages, burials and communications, and submit a report of such statistics annually to the secretary of synod on forms provided by the church. The parish records shall be kept in a separate book which shall remain the property of the congregation;

Approved Constitution for Congregations, Article IV

- Section 1. The membership of this congregation consists of those baptized persons who
 - a. Have been baptized in this congregation, or
 - b. Having been previously baptized in the name of the Triune God, have been received either by
 - i. Transfer from another Lutheran congregation
 - ii Confirmation, or
 - iii Affirmation of faith.

- Section 2. Members of this congregation may also be classified as confirmed and voting.
 - a. Confirmed members are baptized members who have been

- i. Confirmed in this congregation,
- ii. Received by adult baptism,
- iii. Received by transfer as confirmed members from another Lutheran congregation,
- iv. Received by affirmation of faith as baptized adults.

- b. Voting members are those confirmed or otherwise designated members who are members in good standing and have attained the age of ____ years.

Section 4. Membership in this congregation shall be terminated by any of the following:

- a. Death,
- b. Resignation,
- c. Transfer or release
- d. Dismissal
- e. Inactivity

Section 5. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with offerings and participate in the life and worship of the congregation shall be visited by the pastor and the congregation's officers and be encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, the member's name may be removed from the membership roster of the congregation, but it shall be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.

1. Location and Condition of Church Records

A. Church Register ("Master Records")

- 1. Where is the Church Register kept at the present time?
- 2. Is the location fireproof? Yes ____ No ____
- 3. Describe the condition of the Church Register with regard to its completeness, accuracy, condition of binding:

2. Holy Communion Records

A. By what method are communion records kept (e.g. card file, notebook, church register) at the present time?

B. Where are these records kept at the present time?

- C. Are they up-to-date? Yes _____ No _____
- D. Are all members eligible to receive communion listed? Yes _____ No _____
- E. Number of communicant members: _____.

3. Verification of Membership Figures

I. Baptized Members

1. Number of baptized members reported to Synod December 31, _____

a) Baptized members received since December 31:

By baptism _____

By transfer, etc. _____

Total received _____

b) Baptized members removed since December 31:

By transfer _____

Other losses _____

Total removed _____

2. Net gain or loss (subtract 'removed' from 'received') _____

3. Number of baptized members currently on the rolls _____

4. Number of baptized members currently listed in the Church Register
(by actual count) _____

5. Lines 3 and 4 should be the same. Are they? Yes _____ No _____

4. Record of Pastoral Acts

A. Are the Baptismal Records complete? Yes _____ No _____

B. Are the Confirmation Records complete? Yes _____ No _____

C. Are records indicating Members Received and Members Removed from Church Records complete? Yes _____ No _____

D. Are the Marriage Records complete? Yes _____ No _____

E. Are Funeral Records complete? Yes _____ No _____

5. Current Membership List and/or Card File

A. By what method are names and addresses of members recorded?

B. Where are these records kept at the present time?

C. Are they up-to-date?

6. **If there are other records on file (file folders, etc.) that will be of interest to the next pastor, describe them and their location:**

Mailing List	Yes _____	No _____	Where _____
Sick/Shut-in List	Yes _____	No _____	Where _____
Prospect List	Yes _____	No _____	Where _____

7. **Is the Congregational Constitution the ELCIC Model Constitution for Congregations?**

Yes _____ No _____

Comments:

8. **Was the Parochial Report for last year sent in to Synod Office?**

Yes _____ No _____

We have examined the Parochial Records of the congregation and certify them to be in good order. The records have been placed in the hands of the Secretary of the Congregation, who will put them at the disposal of the interim pastor so that the interim pastor can record pastoral acts during a vacancy. As soon as a new pastor arrives, the secretary has been instructed to give them to the pastor.

Comments:

(Examination Date)

(Signature of Secretary of Congregation)

(Signature of Dean of Conference or authorized Rep.)

To be forwarded by the Dean to the Synod Office, with one copy retained in the parish office for the new pastor.

COPY OF SERVICE OF FAREWELL AND GODSPEED



FAREWELL AND GODSPEED

1. *Farewell and Godspeed is a public affirmation of the corporate nature of the baptismal faith, for use when members leave a congregation.*
2. *When set within the liturgy for Holy Communion, this order is used following either the Prayers (22) or the post-communion prayer (40).*
Sit
3. *A representative of the congregation comes forward with those who are leaving the congregation and addresses the assembly:*
 _____ names are leaving our congregation, and we wish to bid them farewell.
4. *The pastor or a representative of the congregation may make brief comments about those who are leaving, recalling the important events which have been shared with the congregation.*
5. *The minister says:*
 [P] In Holy Baptism our Lord Jesus Christ received you and made you members of his Church. When you came to/were baptized in this congregation we rejoiced to receive you into our fellowship in the Gospel. In this community of faith you have heard the proclamation of God's Word, which reveals his loving purpose for you and for all creation. You have been nourished at Christ's holy table and called to be witnesses to the Gospel. God has blessed you in this fellowship, and he has blessed us through you.
 [A] We encourage you to continue to receive and share God's gifts in _____ name of new congregation as workers with us in the kingdom of God.

FAREWELL AND GODSPEED

6. *The prayer is said.*
 Let us pray:
 Eternal God, we thank you for _____ names and for our life together in this congregation and community. As they have been a blessing to us, so now send them forth to be a blessing to others; through Jesus Christ our Lord. (306)
 Amen
7. *The service continues with the Peace (23) or the Benediction (42).*
 Stand

NOTES ON THE SERVICE

THE SERVICE IN DETAIL

5. ▶ When appropriate, the following or a similar statement may be made by a representative of the congregation:
 Pastor _____ name, on _____ date of call, we called you to be our pastor: to proclaim God's Word, to baptize new members into the Church of Jesus Christ, to announce God's forgiveness to us, and to preside at our celebrations of the Lord's Supper. With the Gospel you have comforted us in times of sickness and trouble, and at the death of our loved ones. Sharing our joys and sorrows, you [and your family] have been important to our life together in the Church of Jesus Christ and in our service to this community.

AN EXIT INTERVIEW

The Bishop or Bishop's representative may wish to conduct an exit interview with the outgoing pastor.

An exit interview can be very valuable. It is time for debriefing, for learning any details that may have been unknown, for hearing the pastor's hopes for the congregation, and for clarifying the relationship the departing pastor will have with the congregation after departure.

Unless there are very unusual circumstances, the interview can be most beneficial for both pastor and congregation. Members of the church council and the call committee should be present for the interview with the departing pastor.

The interview can be informal and lighthearted while also being frank and substantial. Two cautions: Don't try to reverse the resignation decision. Don't debate and argue with the pastor. Listen carefully and designate someone to take notes. During the exit interview the following questions may be posed:

- What were your expectations regarding the congregation when you came here?
- In what ways are we different now from when you came?
- What five areas have given you the greatest sense of satisfaction and fulfillment during your ministry with us?
- What were five areas of greatest frustration?
- How do you view the next ten years of this congregation's life?
- What do you see as the strengths and the weaknesses of this congregation?
- What do you see as your strengths and weaknesses?
- What influenced you to decide to move?
- What can we do to support our new pastor?
- How can we help you (and your family) in your transition?

It is imperative to clarify the relationship the departing pastor will have with the congregation after his/her departure. The synod bylaws, Part III, Section 7 states:

7. "A minister shall not preach or perform any ministerial act within the parish of another pastor except at the latter's request or consent, or visit or perform ministerial acts in time of a ministerial vacancy, except by invitation of the interim minister or congregational council."

COUNCIL WORKSHEET FOR INTERIM MINISTRY

The congregation council may use this worksheet to determine items that should be included in the agreement with the interim pastor. Please bear in mind that the interim ministry is not necessarily full time and some expectations for ministry will have to be met from within the lay membership of the congregation.

1. What do you understand to be the needs of your congregation at this time?

2. How do you see the interim pastor helping meet these needs?

3. How much preaching do you expect the interim pastor to do?

Sundays	Time	Liturgy
Special Sundays	Time	Liturgy
Weekdays	Time	Liturgy

4. Do you expect the interim pastor to do any teaching?

Catechetics	Time	Place
Bible Study	Time	Place
First Communion	Time	Place
Sunday Church School	Time	Place
Other _____	Time _____	Place _____

5. How would you like the interim pastor to be involved with council meetings?

When and where do you meet?

6. What other meetings do you expect the interim pastor to attend?

Committee(s)	When and where?	
Staff	When and where?	Other?

7. Do you expect the interim pastor to preside at baptisms? Weddings? Funerals?

8. Do you expect the interim pastor to do counselling?
Baptismal ___ Crisis ___ Pre-Marital ___ Other ___

9. Do you expect the interim pastor to do visitation?
Home visits ___ Hospital visits ___
Nursing home visits ___
Other (Describe)

10. Do you expect the interim pastor to administer home communions?
How often? When? In whose homes?

11. For what other duties would you expect the interim pastor to be responsible?

12. Who are some people in the congregation who can visit with the interim pastor in #9 and #10 above?

13. What are some concerns of issues that the interim pastor will need to know about and address?

14. What are concerns or issues your synod office will need to address?

15. Other comments.

SAMPLE #1

CONTRACT FOR INTERIM PASTORAL MINISTRY
SYNOD OF ALBERTA AND THE TERRITORIES, ELCIC

In the Name of the Father, and of the Son and of the Holy Spirit. Amen

Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to be ministers in word and deed. So it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares good news, cares for those in need and witnesses to the power of God's love.

The Evangelical Lutheran Church in Canada recognizes the office of pastor. It also recognizes that there are occasions when congregations will need to be served by interim pastors while they seek permanent pastoral leadership. Keeping in mind the apostolic advice that all things be done decently and in order (1 Corinthians 14:40), the church provides for a contract of ministry for an interim period of time.

Accordingly, this congregation and the Synod of Alberta and the Territories of the ELCIC contracts with _____, to serve as:

INTERIM PASTOR of

_____ Lutheran Church

_____, Alberta

Beginning _____

The following conditions and covenants are stated:

- A. Examine the history and traditions of the congregation and work together to add positively to these during your ministry.
- B. Assist the congregation to work through the transitional emotions that usually follow the departure of a pastor.
- C. Maintain the congregation's linkage with conference, synod, and church wide units, and the resources that may be available for our ministry.
- D. Prepare for a new pastor and a new vision.
- E. Subscribe to the constitutions and bylaws of the ELCIC and of this congregation.
- F. Provide guidance about pastoral ministry, congregational responsibilities in lay ministry and continuing outreach beyond ourselves.

YOU AS AN INTERIM PASTOR WILL:

- A. Preach and teach the Word of God each Sunday and special days of the Church year.
- B. Keep regular office hours on specific day(s) each week, along with the opportunity for visitation.
- C. Preside at worship and administer the sacraments according to the practice and teaching of the Lutheran Church.
- D. Provide pastoral care to all members of the parish according to their needs, visit the ill and shut-ins in the hospital, nursing home or at home, and uphold all in the parish in prayer.
- E. Give pastoral leadership for the monthly council meetings, for the work of committees, and for all special congregational meetings, as needed.
- F. Encourage support for the total ministry of the ELCIC.
- G. Be responsible for conducting and recording of baptisms, confirmations, marriages, and statistics of the parish promptly and fully, as requested by the ELCIC.
- H. Agree not to be involved in the congregation's call process except when the Bishop specifically requests your participation.
- I. Agree not to make yourself available for regular call in this congregation.
- J. Continue confirmation, first communion and new member instruction to give understanding and embodiment to membership in the Lutheran Church.
- K. Specific duties to include:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

WE THE CONGREGATION WILL:

- A. Commit ourselves to the gospel by faithful participation in worship, learning and fellowship activities.
- B. Receive you as our interim pastor, uphold you in prayers, and accord you our love, respect and good will.
- C. Look to you to preside at baptisms, marriages and funerals of members and celebrate Holy Communion.
- D. Agree that we will not consider you for regular call to this congregation.
- E. Compensate you in the following ways:

- 1. Pay you a compensation per month for salary \$ ____ and for housing \$ ____.
- 2. Reimburse you for car expenses, including to and from church and church related functions, at a rate of ____ per km, payable monthly upon submitting of record of km. driven.

3. Grant one week vacation for each 13 weeks of full time interim service.
4. Reimburse you for meals, housing, registration and mileage for synod and conference events for which your attendance is desired by the congregational council or the Synod.
5. Other: _____

As you consider this opportunity to serve, may the Holy Spirit guide you. It is sincerely hoped that you may find it in accordance with God's will to give this invitation your immediate and affirmative response. It is understood that you are not available for call to this congregation while you serve as interim.

This contract terminates with 30 days notice by either the interim pastor, the congregation or the Bishop of the Synod. The last Sunday of ministry will also terminate payment of salary and allowances.

Witness our hands on this _____ day of _____, 20 ____.

President _____ Secretary _____

Pastor _____ Date _____

Attested by _____ Bishop, Synod of Alberta and the Territories

Copies to: Congregational Council Chairperson
Synod Office Secretary
Dean of the Conference

**SAMPLE #2
INTERIM PASTOR AGREEMENT**

Date _____

We, the congregation at _____, of _____
(Name of Congregation) (City)

hereby enter into an agreement with Pastor _____
(Name of Pastor)

to serve as our interim pastor with the following terms and conditions:

The interim pastor will serve our congregation _____
beginning _____ 20 ____ . This contract may be terminated by the congregation,
interim pastor or bishop with 30 days notice.

The interim pastor will receive the following compensation and allowances (all figures
are on an annual basis):

Salary: _____

Housing: _____

Housing Equity: _____

Auto Allowance: _____

Continuing Education: \$ _____ Days _____

Vacation: _____

Pension Plan: Payments to Evangelical Lutheran Church in
Canada

Health and Dental: As needed for pastor and family

The interim pastor will provide services usually expected of a pastor such as worship
leadership, preaching, teaching, administering and sacraments, and pastoral care, and
will have the rights and privileges normally accorded a regularly called pastor, in
accordance with Synod Bylaws Part III, Section 6.

The interim pastor will not be involved in the call process except at the request of the
synod bishop.

The interim pastor will not be a candidate for a call to become the pastor of the
congregation.

The interim pastor shall provide information to the bishop about the congregation's life
and ministry as may be necessary or desirable.

Congregational President: _____

Interim Pastor: _____

Synod Representative: _____

COMPENSATION GUIDELINES FOR FULL TIME OR REGULAR PART-TIME INTERIM MINISTRY

Synod Salary Guidelines, or appropriate percentage related to the percentage of full-time to which the parties are mutually agreed.

COMPENSATION GUIDELINES FOR LIMITED INTERIM PASTORAL MINISTRY

1. Preside and preach on Sunday morning:
 \$110.00 for one service
 \$150.00 for two services
2. Additional worship services (other than Sunday morning): \$80.00 each.
3. If a pastor is asked by the parish to be available for various weekday activities (teaching, visitation, calling, meetings and the like), the sum of \$120.00 per day is fair remuneration. (This is for an 8 hour day with various activities. If Sunday is designated as the day for the ministry, the sum of \$40.00 should be in addition to presiding and preaching for worship.) Normally the pastor will be asked to be available in full-day or half-day increments rather than hourly.
4. Mileage for activities and services should be reimbursed at the prevailing 34 cents per km. rate.
5. An agreement could be made with a neighbouring pastor to supply emergency needs, if necessary.

The purpose of an Interim Pastor Ministry Contract is to clearly define duties, days and hours of service, mutual expectations, and compensation.

It is expected that the interim pastor and the congregational council chair will be the two main sources of contact for the synod office and the conference dean.

COMPENSATION GUIDELINES FOR SUPPLY PASTORS

One of the services of the synod is to provide supply pastors each Sunday for vacant congregations. The guidelines for remuneration are as follows:

1. Honorarium of \$110.00 is suggested (plus \$40.00 for additional service in the same language or \$80.00 if second service is in a difference language).
2. Honorarium of \$110.00 for each funeral service.
3. 34 cents per km. for travel.

A NEW BEGINNING: INTERIM MINISTRY COVENANT

Council President:

Pastor _____, on _____, your appointment by Bishop _____ to be our interim pastor began. We the members of _____ Lutheran Church, _____, _____ Now affirm the Bishop's appointment for you to be our Interim Pastoral Shepherd.

(The Interim Agreement is now read) - optional

(After the reading of the Interim Agreement):

Pastor _____:

I, Pastor _____, in the presence of this congregation commit myself to this new trust and responsibility, and promise to discharge my duties and responsibilities in harmony with Scripture, the Lutheran Confessions, and the Constitution of the ELCIC.

COUNCIL PRESIDENT:

(Congregation Stands)

People of God, will you receive this messenger of Jesus Christ, sent by God to serve God's people with the Gospel of Hope and Salvation? Will you regard him/her as a servant of Christ and a steward of the mysteries of God?

CONGREGATION: **We will.**

COUNCIL PRESIDENT:

Will you pray for him/her, help and honour him/her for his/her work's sake, and in all things strive to live together in peace and unity of Christ?

CONGREGATION: **We will.**

COUNCIL PRESIDENT:

The Office of Interim Pastor, and our partnership in the interim ministry is now mutually committed and begins in the Name of the Father and of the Son and of the Holy Spirit. Amen.

The Exchange of Peace.

INTERIM PASTOR'S REPORT TO THE BISHOP AND STAFF

Name: _____

Congregation: _____

Date of report: _____

For month of: _____

1. **Worship**

What is your view of the atmosphere at worship services?
How is attendance? Is it remaining the same? Dropping? Increasing?

2. **Support**

Do you feel you are receiving support from the Council/others?
Anything the Synod Staff can do to assist you?

3. **Satisfactions**

4. **Concerns**

Any continuing concerns, comments regarding the previous pastor?

5. **The Call/Call Process**

How do you feel Call Process is working in this congregation now?

6. **Stewardship**

How has the support of the budget been this month?

Please comment on anything else you feel we should know.

SERVICE OF INSTALLATION OF THE CALL COMMITTEE

INSTALLATION OF THE CALL COMMITTEE

(This order follows the Creed. The people are seated.)

(P) The following persons, having been chosen to be the Call Committee, are asked to come forward as their names are read:

(P) Saint Paul writes: There are different kinds of spiritual gifts, but the same Spirit gives them. There are different ways of serving, but the same Lord is served. There are different abilities to perform service, but the same God gives ability for some particular service to everyone. The Spirit's presence is shown in some way in each person for the good of all.

You have been appointed to a position of leadership and trust in this congregation. You are to seek the will of God and the mind and spirit of the congregation with regard to our pastoral needs.

On behalf of your sisters and brothers in Christ, I now ask: Will you accept and faithfully carry out the duties of the Call Committee?

(A) We will.

(The Committee faces the congregation, which stands.)

(P) People of God, I ask you, will you support these, your brothers and sisters in Christ, in their task, and will you undergird their efforts with your prayers?

(C) We will.

(B) I now declare you installed as the Call Committee of this congregation.
God bless you and your work together in His name.

(Here follows the prayers and the peace.)

**INSTRUCTIONS
FOR
DEVELOPING A CONGREGATIONAL PROFILE**

These Instructions and Congregational Profile are provided by the synodical office for the use of their call/appointment committees. It is expected that the chairperson of the committee will be the contact person with the synodical office.

GENERAL COMMENTS

Notify the synodical office as soon as the congregation begins to consider seeking a new pastor or associate in ministry. The synodical office will provide a copy of the Congregational Profile and instructions for its development.

The development of a Congregational Profile prior to the calling of a new pastor is helpful in at least three ways. First, it provides the congregational Call Committee members with basic information and a description of leadership needs which will guide their work. Second, the profile will assist the synodical bishop in recommending candidate(s) to be considered by the Call Committee. Third, it provides a picture of the congregation for the candidates as they consider serving the congregation. Therefore, allow adequate time to thoroughly complete the Congregational Profile.

The Congregational Profile is an important step in the process of securing new leadership. Be candid and honest in describing the congregation so that a prospective candidate reading the profile will have a clear picture of the congregation.

Part I of the profile (items 1 through 37) can be answered by the Call Committee. Part II of the profile (items 38 and 39) should be answered by the Call Committee plus a representative group from the congregation. This will ensure that the leadership needs identified in Part II reflect the attitudes of the whole congregation. A synodical staff person can help if you need assistance in completing the profile.

PART I - CONGREGATIONAL INFORMATION

The following instructions will assist in completing Part I (item 1 through 37) of the Congregational Profile form. The number of each of the following instructions matches the number of the item on the Congregational Profile form.

1. Give the name of the congregation.
2. Give street address or indicate mailing address and give location and church phone number.
3. Name the chairperson of the congregational council. Provide address and phone numbers.

4. Provide information about the chairperson of the Call/Appointment Committee. This person will be the contact with the synod unless otherwise specified.
5. List the staff of the congregation. Rostered refers to **clergy** who provide leadership ministry; **other salaried persons** include those who serve in positions such as: secretary, choir director, organist. Check level of involvement, full or shared time.
6. **Key Volunteers** are those who are not salaried but provide an ongoing and significant support ministry.
7. Enter the title of the position being filled.
8. Indicate what pension and benefits program your church is offering with the position. Be sure to obtain the compensation guidelines available from the synodical office.
9. What **professional expenses** are covered with the position? Indicate dollar amounts.
10. What other provisions for additional **time** and **supports** are included? Enter the number of days and check appropriate items.
11. What is the housing arrangement? Enter dollars for housing and equity allowance.
12. List membership statistics reported on the annual Congregational Report Form (parochial report) of last January. Statistics for three and seven years ago can be found in your congregation's copy of annual reports, in synodical convention minute books, or Yearbooks.
13. Calculate and enter the average attendance at worship on a Sunday during the month of October.
14. Calculate and enter the average attendance at Sunday Church School during the month of October.
15. Calculate the percent of members of your congregation and community within each age and gender bracket. Information about your local census tract or postal code area is available at many libraries. The base is the total congregation and total community membership. The following is an example:

Church		
Yrs	F	M
0-4	4 %	2 %
5-12	10 %	8 %
65+	6 %	3 %
Total	61 %	39 % = 100%

16. Calculate the percent of members within each occupational category. The base is the total congregational and total community membership.

17. Enter the educational level of the members in your congregation.

18. Indicate the proximity that people live from the church.

19. Describe how your congregation is organized and carries out each of the five ministry functions. Some common responses might be: **Worship** - two Sunday morning services, Holy Communion every week, Monday evening worship in the summer; **Learning/Education** - Sunday church school, ELW Circles, Confirmation Camp, Council Study Sessions, Adult Forums; **Witness/Evangelism** - in reach ministry, parish visitation, outreach ministry, community callers; **Service/Social Action** - food bank, radio broadcasts, senior citizens' transportation, community use of facilities; **Support/Administration** - Every Member Visit, fellowship dinners, stewardship programs, youth group. Use additional sheets if necessary.

20. Have you developed a mission statement? If so, please attach a copy to the Profile Form.

21. Secure financial information from the annual Congregational Report Form (parochial report) last January. Statistics for three and seven years ago can be found in your congregation's copy of annual reports, in district/synodical convention minute books, or Yearbooks.

Current Expenses are those total expenses which are used by the local congregation for its life during that given year (salaries, heat, light, program costs, etc.).

Benevolence includes money given for synod and church wide mission. Indicate annual goals and the actual distribution at year end.

Other Gifts are gifts which the congregation has given to special causes such as Designated Advance Giving, World Hunger Appeal, and to other groups that do work on your behalf for the mission of the church.

Debts are those which are held by the church for buildings and other commitments.

22. Indicate the percentage of the current budget (total of expenses plus benevolences and other gift) that is designated for staff salary, expenses, and benefits.
23. Indicate dollar amounts of **reserves** and **savings** that are currently held by the congregation. If your congregation has **endowments** or **investments**, indicate those in total dollar amounts. If these investments provide income for current or benevolence budget, indicate the percentage used for the annual budget.
24. Enter the insured value of your church buildings. If there are outstanding mortgages on church facilities, please indicate the balance of those amounts.
25. If you are anticipating building during the next three to five years, indicate what the general plans are.
26. When was the present church building constructed? When was it last renovated?
27. It is helpful to know some things about the parsonage/housing if you provide housing.
28. If you own other property than a parsonage and church building, describe the property (cemetery, recreation field, senior citizen facility, farm, etc.).
29. Check the category that best describes the community of your congregational setting.
30. List the major employers and/or most influential businesses in the community.
31. Every community has distinctive characteristics. Perhaps it is the friendly attitude of the people toward one another, good schools, excellent cultural opportunities, etc. What are the distinctive attributes which would attract a person to your community?
32. Describe the community ministries you now sponsor or support.
33. Trends may be such things as housing for elderly, static population, growing population, water and sewage developments, health care, etc.
34. In what ways are congregational members involved in denominational activities in the synod or church wide ministries?

35. Over the years many important things have happened in the life of your congregation. What are the three most significant events during recent years? Give the date of each.

36. Here is your opportunity to state what your mission goals are for the next three years under new/expanded leadership.

37. Outline the process and the number of people involved in completing this Congregational Profile. Give the date when it was completed.

PART III - LEADERSHIP NEEDS

In Part I you provided a profile of your congregation, past and present. Part II provides opportunity for you to identify the leadership needs of the congregation for the future. Your leadership needs are closely related to your congregational needs and goals which have emerged in Part I of the Congregational Profile.

These leadership categories are the same ones that pastors and associates in ministry respond to in the section Leadership Skills and Interests which is part of their Leadership Skills File. Later, when you review the file of prospective candidates, you will be able to compare the leadership needs you have identified with the leadership skills and interests of candidates.

All items on the Leadership needs list are important. However, all cannot be equal priority for your congregation at this time. Realistically, a new pastor or associate in ministry cannot have leadership skills and abilities in all areas. Therefore, the following process assists you in identifying the six most important leadership skills and abilities needed by your congregation as you face the future.

Participants - Call Committee plus a group representative of the whole congregation.

Time Required - Approximately one hour.

Materials Needed - Each participant will need a copy of Part II, Leadership Needs. In addition, you will need at least one copy for a tally and one official copy which you will send to the synodical office. Please photocopy additional copies if needed. The leader may also want to use a chalkboard or newsprint to total participants' individual responses.

What To Do

1. Establish a time and place when the group will meet to work on Part II (items 38 and 39) of the Congregational Profile.
2. Review the information gathered in the Congregational Profile, Part I. The group may have additional suggestions and information.

3. Distribute to each participant a copy of Part II, Leadership Needs.
4. Explain that each category is important but participants are asked to select a low, middle, or top rating in light of your congregational needs for the future regarding this staff position. There are twenty-six categories. Ask each person to select, by checking the appropriate line, ten leadership needs that have **lowest** priority. Then select the **top** ten leadership needs. That should have six leadership needs in the middle category.
5. Allow ten to fifteen minutes for individuals **working on their own** to respond to the twenty-six selections.
6. When all have finished, compile the data by having each participant share his/her rating for each category. For example, if twenty persons participate, the total tally for "Leader of Worship" category would look something like this:

Top _____ Middle _____ Bottom _____
7. After totals for all twenty-six categories are compiled, take time to talk about the findings. Merely adding up the votes will not always provide a complete profile.
8. The concluding step, Item 39, is to identify the six most important leadership needs relative to this staff position in light of the Congregation Information from Part I and the Leadership Needs identified in Part II. Again, allow time for every person to share his/her thinking. Everyone does not have to agree, but each person should have opportunity to contribute. Allowing time for discussion now can avoid misunderstandings and disagreements in the future. Your conclusions about leadership needs will provide the Call Committee with information to be used in interviewing candidates.

Your Congregational Profile is now completed. Congratulations! You now have a picture of your congregation for use by the Call Committee, your synodical bishop, and prospective candidates.

Perhaps the congregation would also like to see the picture of itself that you have developed. The Profile could be distributed prior to a Sunday worship service or mailed in the newsletter.

CONGREGATIONAL PROFILE

PART I—CONGREGATIONAL INFORMATION

_____ Date

- 1. Name of congregation _____
- 2. Address _____
 _____ (city) _____ (state) _____ (zip) _____ () _____ Church Phone
- 3. Chairperson of congregational council _____
 Address _____
 _____ (city) _____ (state) _____ (zip) _____ () _____ Church Phone
 _____ () _____ Home Phone
- 4. Chairperson of Call/Appointment Committee _____
 Address _____
 _____ (city) _____ (state) _____ (zip) _____ () _____ Church Phone
 _____ () _____ Home Phone

STAFFING

5. Staffing for mission

Time Full Shared

A. Rostered: Pastor, and associate in ministry

- 1. _____ (Title) _____
 - 2. _____ (Title) _____
 - 3. _____ (Title) _____
- B. Other Salaried Persons
- 1. _____ (Title) _____
 - 2. _____ (Title) _____
 - 3. _____ (Title) _____

6. Key Volunteers

1. _____
(Title)
2. _____
(Title)
3. _____
(Title)

POSITION TO BE FILLED: COMPENSATION, BENEFITS, AND SUPPORT

7. Position Title _____
8. Is the Pension and other Benefits Plan offered? Yes _____ No _____ If no, specify what is provided: _____
- Additional Benefits: _____
9. Expenses Covered: \$ _____ Continuing Ed. \$ _____ Travel _____ Official Meetings \$ _____ Media Resources \$ _____ Other (specify) _____
10. Other Conditions: _____
- Enter days for: _____ Vacation _____ Continuing Ed. _____ Sick Leave _____ Maternity Leave _____ Other (specify) _____
- Check if provided: _____ Additional Disability _____ Staff Support Committee _____ Other (specify) _____
11. Housing: Parsonage _____ Yes _____ No _____ Housing Allowance \$ _____ Housing Equity Allowance \$ _____

MEMBERSHIP AND ORGANIZATION

12. Number of baptized members: _____ (present) _____ (3 years ago) _____ (7 years ago)
13. Average worship attendance: _____ (present) _____ (3 years ago) _____ (7 years ago)
14. Church school attendance: _____ (present) _____ (3 years ago) _____ (7 years ago)

15. Age and gender of members and community:

	Church		Community		Totals
	Female	Male	Female	Male	
0-4 yrs	_____ %	_____ %	_____ %	_____ %	_____ %
5-13 yrs	_____ %	_____ %	_____ %	_____ %	_____ %
14-17 yrs	_____ %	_____ %	_____ %	_____ %	_____ %
18-24 yrs	_____ %	_____ %	_____ %	_____ %	_____ %
			25-34 yrs		
			35-44 yrs		
			45-64 yrs		
			65 + yrs		

16. Occupational profile of membership and community:

	Church	Community	Church	Community
Business	_____ %	_____ %	Retired	_____ %
Clerical	_____ %	_____ %	Farmer/ Rancher	_____ %
Laborer	_____ %	_____ %	Unemployed	_____ %
Student	_____ %	_____ %	Other	_____ %
Professional	_____ %	_____ %	Other	_____ %
			High school _____ %	College _____ %
			Elementary _____ %	Graduate school _____ %

17. Education level of adult members: Elementary _____ % High school _____ % College _____ % Graduate school _____ %
18. Distance members live from the church: _____ % 1/4 mile from church _____ % 1/2-1 mile from church _____ % 1-3 miles from church _____ % 3+ miles from church _____ %

19. Organization for mission. Describe how your congregation is organized and carries out each of the five functions of ministry.

WORSHIP

LEARNING/EDUCATION

WITNESS/EVANGELISM

SERVICE/SOCIAL ACTION

SUPPORT/ADMINISTRATION

20. Does your congregation have a mission/vision statement? _____ YES _____ NO If yes, please attach.

FINANCES

21. Finances and budget:
- Current Expenses: _____ (present) _____ (3 years ago) _____ (7 years ago)
 - Benevolence: _____
 - Goal: _____ (present) _____ (3 years ago) _____ (7 years ago)
 - Actual: _____ (present) _____ (3 years ago) _____ (7 years ago)
 - Other Gifts: _____ (present) _____ (3 years ago) _____ (7 years ago)
 - Debt Reduction: _____ (present) _____ (3 years ago) _____ (7 years ago)
 - Other: _____ (present) _____ (3 years ago) _____ (7 years ago)
(specify) _____
22. Percentage of current budget (expenses, benevolences, and other gifts) used for staff compensation _____ %
23. Reserves (Savings) \$ _____ Endowments (Investments) \$ _____ Percentage of investments used for annual budget _____ %

PROPERTY OWNED BY THE CONGREGATION

24. Church building's insured value \$ _____ Mortgage amounts (if any) \$ _____ Overall condition: Excellent _____ Good _____ Fair _____
25. Any building program projected? _____ YES _____ NO If yes, explain plans _____
26. Construction date of church building _____ Date of last renovation _____
27. If housing or parsonage provided: How many rooms? _____ How many bedrooms? _____ Garage? _____
- Condition of Property: Excellent _____ Good _____ Fair _____
28. Property other than church building or parsonage (describe) _____

COMMUNITY CHARACTERISTICS

29. Congregational Setting:
- _____ Open country or farm _____ Suburb of a medium city
 - _____ Small town (under 2,500) _____ Large city (250,000 to 999,999)
 - _____ Town (2,500 to 9,999) _____ Suburb of a large city
 - _____ Small city (10,000 to 49,999) _____ Metropolis (over 1,000,000)
 - _____ Medium city (50 _____ to 249,999) _____ Suburb of a metropolis

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30. List the four primary businesses/industries in the community.

- A. _____
- B. _____
- C. _____
- D. _____

31. Describe what you believe to be three distinctive attributes about your community.

- A. _____
- B. _____
- C. _____

32. Describe the community ministries you are currently sponsoring or supporting.

- A. _____
- B. _____
- C. _____

33. List three trends in your community which should be addressed by the congregation during the next five years.

- A. _____
- B. _____
- C. _____

DENOMINATIONAL ACTIVITIES

34. In what synod or churchwide activities do members participate?

- _____
- _____
- _____
- _____

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PART II—LEADERSHIP

38. Leadership Needs

Top	Middle Bottom	Top	Middle Bottom
—	—	—	—
Worship	—	Youth Leader	—
plan and conduct effective worship services.	—	teach, work, and relate well with high school and college age persons.	—
Social Ministry	—	Evangelism	—
enable persons to become aware of social needs and to participate in social service.	—	visiting persons in the community and prospective members.	—
Administrator	—	Planner	—
oversee the effectively the affairs of the organization and work with staff, committees, etc.	—	map out objectives, plan overall organizational strategy, and design programs.	—
Teach Children	—	Teach Adults	—
teach and relate to pre-school and elementary age children.	—	teach and lead adults in faith development.	—
Music and Art	—	Inter-Personal Climate	—
enjoy and use music and the arts within the church.	—	exhibit and inspire a spirit of community.	—
Community Work	—	Recruit and Equip Leaders	—
represent the church and motivate persons to cooperate in community activities.	—	enlist, equip, and motivate leaders to carry out the work of the organization.	—
Ecumenical Work	—	Visitor	—
stimulate cooperation in local interchurch programs.	—	support and nurture persons by visiting with them in their homes and places of employment.	—
Stewardship	—	Preacher	—
inspire and motivate persons in developing and using individual, group resources in the service of the church.	—	proclaim the gospel so as to meet the needs of worshippers.	—
—	—	Minister in Crisis	—
—	—	support persons in the midst of crises.	—
—	—	Counselor	—
—	—	assist persons facing problems or decisions.	—

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39. Please indicate what you understand are the six most important leadership needs relative to this staff position for the future:

1. _____
- _____
- _____
- _____
- _____
- _____
2. _____
- _____
- _____
- _____
- _____
3. _____
- _____
- _____
- _____
- _____
4. _____
- _____
- _____
- _____
- _____
5. _____
- _____
- _____
- _____
- _____
6. _____
- _____
- _____
- _____
- _____

Top	Middle	Bottom	
—	—	—	Interpreter of Theology
—	—	—	Innovator
—	—	—	Utilize Conflict
—	—	—	Writer
—	—	—	Share Leadership
—	—	—	Public Speaker
—	—	—	Denominational Participant
—	—	—	Financial Management

communicate a comprehensive understanding of the Bible and Christian theology.

envision and implement new approaches, activities, and projects.

analyze and utilize conflict situations to strengthen community life.

write or edit materials for publication.

work mutually with superiors, subordinates, and peers in a staff situation.

speak effectively before groups to inform, motivate, and entertain.

provide leadership to programs beyond the congregation.

work with accounts, figures, and budgets.

SAMPLE LETTER TO CONGREGATIONAL MEMBERS

RE: CONGREGATIONAL PROFILE - PART II LEADERSHIP

Dear confirmed members:

Enclosed with this letter is a survey form for rating the skills and interests you wish to see in our next pastor. We are asking every confirmed member of our church to complete and return the survey to the church office within 10 days.

Please carefully follow these instructions:

- 1) Select your 10 "MOST" important priorities
- 2) Select your 10 "LEAST" important priorities
- 3) You should have six mid-priorities

We will compile our desires and report the results to you as soon as possible. The call committee will use this information to aid in their search for a pastor. Forms received after the ten day period will not be able to be a part of this survey.

Sincerely,

Congregational Council Chairperson or
Call Committee Chairperson

NOMINATIONS FORM

Nominations for Pastoral Candidates

The Call Committee would welcome your suggestions of possible candidates for our next pastor. Please be aware that while the committee will take all nominations seriously, it can only talk with candidates cleared by the bishop. Candidates from other synods must be cleared by their own bishops.

I would like the call committee to consider this person for our next pastor:

Name _____

Address _____

Phone _____

Synod _____

Reason for Recommending _____

Your Name _____

Phone Number _____

COMPARISON OF CANDIDATES MINISTRY REQUIREMENTS

Congregation: _____ Address: _____

Members of the Call Committee: _____

Name of the Candidate: _____

Use one sheet per candidate to minimize comparing them.

Assess each candidate using the following scale:

1. ___ Knowledge and/or skills level **well below** profile requirements.
2. ___ Knowledge and/or skills level **meet minimum** profile requirements..
3. ___ Knowledge and/or skills level **meet all** profile requirements.
4. ___ Knowledge and/or skills level **unusually extensive and useful** in fulfilling ministry profile requirements/
5. ___ Knowledge and/or skills level **exceed** position requirements.

LIST OF PROFILE REQUIREMENTS

RANKING
(Rank 1-5 for each category)

- | | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |
| 7. | _____ |
| 8. | _____ |
| 9. | _____ |

TOTALS: Add up number to give you an overall picture. Do NOT automatically choose the person with the highest ranking since this is only a preliminary means of matching candidate's strengths against congregational needs. Many other factors should be taken into account in choosing a pastor that best befits the identified needs of your congregation. Use it to determine what each candidates's strengths are relative to your needs. This does not preclude the need for prayerful consideration of all factors involved, trusting that God will guide and oversee the whole process.

Summary Statement: As a committee, describe in several sentences, your assessment of the candidate. Review the statement with the values about objectivity in mind. If other values are influencing you, try to state as clearly as possible what those are. This will help clarify why a particular candidate should be chosen. Values other than what we have discussed may enter in. We need only do our best to see their presence and ask the question of appropriateness and fairness.

"CONFIDENTIAL"

APPENDIX " N "

INTERVIEW FEEDBACK

Name of Candidate: _____

Congregation/City: _____

Date name was presented to Call Committee _____

Date(s) of interview: _____

In the committee's opinion, what were the gifts the candidate has to offer your congregation?

In the committee's opinion, what gifts for pastoral ministry does your congregation need that this candidate does not have?

What is the committee's decision regarding his/her candidacy?

If the candidate is to be dropped from consideration, the following are your responsibility:

a) inform the candidate: date informed _____

b) cover the candidate's expenses for the interview

Date: _____

SAMPLE LETTER FOR A CALL COMMITTEE

Dear Pastor _____,

On behalf of the call committee, I want to thank you and _____ (spouse's name) for visiting with us as a beginning step toward consideration of a call to _____ Church. We were pleased with the openness and depth of our conversation. We felt that the evening was most productive.

If it is agreeable with you, we would like to leave your name on our call list with the understanding that we are still in the process of deciding on one primary candidate before we make our recommendation to the council. When we arrive at that point, we will be back in touch with you.

Please feel free to call me at anytime, if you have question or concerns. Again, thank you for spending time with us.

Cordially,

Call Committee Chair

c.c. Bishop

Dear _____,

On behalf of the call committee, I want to thank you and _____, (spouse's name) for visiting with us as a first step toward consideration of a call at _____ Church. We appreciated your responses to our questions and were glad that you shared your concerns with us.

After considering the challenges and needs of _____ congregation in light of your strengths and interests, we feel that it would be best to continue our search for a pastor in other directions.

Again, we thank you for your time and interest. Our prayers are with you and your ministry.

Cordially,

Call Committee Chair

c.c. Bishop

SAMPLE QUESTIONS A CALL COMMITTEE MIGHT ASK A CANDIDATE

1. Tell us about your faith.
2. Tell us why you chose to become a pastor.
3. Describe your preaching style. What things do you emphasize in your preaching?
4. What is your concept of Stewardship? Evangelism? Social Ministry?
5. How do you view the role of church committees?
6. How do you feel about pastoral visiting? Crisis visiting?
7. What are your feelings about inclusivity as it refers to the congregation council? How about in the congregation?
8. What are your thoughts on Learning Ministry?
9. How would you help us involve our young people in the church activities?
10. What do you think about fun-raising activities?
11. What do you expect from the congregation council?
12. Do you see the role of your spouse in the congregation as being the same as other lay members or different?
13. What do you expect from lay people? How can the laity help in our ministry?
14. What do you feel are the major emphases of your ministry? Your top 5 skills?
15. What things do you not like to do?
16. Tell us how you feel about confirmation ministry?
17. Are you interested in adult education? How about during the week?
18. Tell us about your worship style. Are you interested in experimenting with different services?
19. How do you see your role in relation to the congregation council?
20. What is your thought on communion practices? (frequency, type, age of first communion, home communions, etc.)

21. How do you feel a pastor can best present a good image for the church in the community?

22. What have been your most satisfying achievements in the ministry during the last year?

23. Do you see the pastor as the leader and authority person? One to involve others in decisions and work? Or as preacher, worship leader and visitor?

SAMPLE QUESTIONS A CANDIDATE MIGHT ASK THE CALL COMMITTEE

1. Why am I of particular interest to you?
2. What has been the most significant event in the life of this congregation since you have been a member? (This helps you discover what is significant to them; it also helps you see what the congregation considers significant.)
3. Aside from the upheaval of looking for a new pastor, what has been the most upsetting event in the life of this congregation?
4. In your opinion, what areas of concern need to be addressed by this congregation?
5. What kinds of things did your former pastor do particularly well?
6. What were the circumstances surrounding your former pastor's departure? (If the former pastor died in office, you may want to rephrase this question being sensitive to their need to mourn his/her departure.)
7. In what areas do you feel your congregational ministry needs a particular expertise?
8. What formal and informal methods of support have you used in the past to help your pastor become a better minister?
9. What are this congregations expectations of the pastor's spouse? How should your pastor spend his/her time? In the course of a week, how much time should be spent in prayer? Personal study? Sermon preparation? Administration? Individual and family counselling? Visiting? With his/her family?
Synodical/National church involvement? Community and ecumenical activities?
10. What organizations in the congregation are the most active and/or successful?
11. Beyond calling a pastor, what is the highest congregational priority for the next twelve months?
12. What goals have you established for the future? What methods can be used to achieve those goals?
13. What plans have you made for the expansion of staff or building?
14. How stable is this congregation financially?
15. What programs have you planned to implement in the next ten years?
16. What areas of your congregational ministry needs particular support/strengthening?



Evangelical Lutheran Church in Canada

Letter of Call

To _____

*Grace be unto you and peace from God our Father
and the Lord Jesus Christ*

Mindful of the apostolic admonition that all things be done decently and in order, and in accordance with the practice of the Lutheran church to provide qualified persons of good report and in whom the fruits of the Spirit are manifest, the Evangelical Lutheran Church in Canada recognizes the office of the ministry established by our Lord and seeks through it to give the spiritual leadership and pastoral care necessary for the establishment, growth, development, and welfare of Christ's holy Church. Accordingly,

voted to call you as _____ according to the following terms:

That You . . .

- (1) Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and practices of the church;
- (2) Baptize, confirm and marry in accordance with the teaching of the church and with the laws of the province or territory, visit the sick and distressed and bury the dead;
- (3) Inculcate piety in individual and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregation;
- (4) Install members of the Congregational Council and, with the council, administer discipline;
- (5) Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
- (6) Encourage the members to be generous in support of the ministry of the congregation, the synod and the church;
- (7) Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants, and submit a report of such statistics annually to the secretary of the synod on forms provided by the church. The parish records shall be kept in a separate book which shall remain the property of the congregation;
- (8) Commend members who move to the pastoral care of the parish in which their new home is located;
- (9) Participate in the Pension and Benefits Plan of the Evangelical Lutheran Church in Canada;
- (10) _____
- (11) _____

That We . . .

- (1) Receive you as our pastor and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer
- (2) Promise you our faithful assistance in the work to which you are called
- (3) Support the work of the congregation, the synod and the church
- (4) Contribute to the Pension and Benefits Plan according to the regulations of the Evangelical Lutheran Church in Canada
- (5) Reimburse you for expenses, not otherwise provided for, incurred in attending conventions and other official meetings at which your attendance is required
- (6) Participate in the Continuing Education Plan of the Evangelical Lutheran Church in Canada
- (7) Provide you a residence kept in good repair, including utilities
OR
 Pay you a housing allowance
- (8) Pay you salary and benefits, to be reviewed annually, as provided for in the enclosed Memorandum of Compensation, Professional Expenses and Benefits
- (9) Pay your moving expenses (including travel) as follows:

May the Holy Spirit guide you in the consideration of this call.

Name	Office
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date _____

Certified by

_____ Bishop


We earnestly request you to acknowledge immediately receipt of this Letter of Call and make your decision known to us within thirty days of official notice.

Correspondence should be addressed to _____
Name

_____ Address

Telephone number _____

Copies of the letters pertaining to the acknowledgement of and decision on this Letter of Call should be provided for the Bishop of the _____ Synod.



Evangelical Lutheran Church in Canada

Eglise Evangélique Luthérienne au Canada

*Memorandum of
Compensation, Professional Expenses, and Benefits
For 2 _____*

related to the Call of the Reverend _____

by _____

Compensation

- | | |
|--|-----------------|
| a) Base Salary | \$ _____ |
| b) Housing allowance (if no parsonage) | \$ _____ |
| c) Other | \$ _____ |
| Total Compensation | \$ _____ |

Professional Expenses

- | | |
|--|----------|
| a) Car Allowance OR
_____ per km | \$ _____ |
| b) Continuing Education | \$ _____ |
| c) Books, journals, publications | \$ _____ |
| d) Other | \$ _____ |

Benefits (Employer's Share) [as required]

- | | |
|--------------------------------------|----------|
| a) ELCIC Pension and Benefits Plan | \$ _____ |
| b) ELCIC Health and Dental Plan | \$ _____ |
| c) Government Pension Plan (CPP/QPP) | \$ _____ |
| d) Employment Insurance | \$ _____ |
| e) Other | \$ _____ |
| f) Other | \$ _____ |
- g) Vacation of _____ per year, including _____ Sundays and provide for pulpit supply during your absence.
- h) Maternal and parental leave, provided as governed by provincial labour standards.
- i) Sick leave up to nine weeks with full salary, housing and benefits. Beginning with the 10th week and continuing through the 26th week, disability benefits provided in accordance with the Employment Insurance Commission; after the 26th week, disability benefits provided by and in accordance with the Pension and Benefits Plan of the Evangelical Lutheran Church in Canada.

Office _____

Office _____

**SYNOD OF ALBERTA AND THE TERRITORIES COMPENSATION GUIDELINES FOR ROSTERED
MINISTERS FOR 2011**

The following MINIMUM GUIDELINES are provided to assist congregations in planning the remuneration for rostered ministers (pastors and diaconal ministers) for 2011 or the anniversary date of the rostered minister's installation. **It should be noted that these are minimum expectations and that individual circumstances, experience and work load of the individual should be considered and higher amounts paid where necessary.** Where it is impossible for the congregation to pay a minimum salary according to the scale, other options for compensating the individual should be considered, for example, extra holiday time, or availability for part-time employment outside the parish.

The level of remuneration paid to an individual in today's society is arrived at in a variety of ways. In private enterprise including the individual farmer, remuneration results from profits gained from the selling of goods and services. In the labour movement and in some professions, collective agreements, usually negotiated by professional negotiators, are binding on both parties. In other areas, an individual may negotiate a contract based on the perceived value of that individual's services. In very few areas today does an individual rely solely on the good will of a constituency for remuneration. The pastor, diaconal minister and other church staff are among these few.

However, rostered ministers should be paid sufficiently so that they can attend to their ministry without concern for their families' material welfare. As well, it is fair that for congregations within a synod there be established a comparable salary and benefits package.

Compensation guidelines are updated annually. The salary scales need to reflect that our rostered ministers are well-educated professionals, many with at least seven or more years in post secondary institutions. It is reasonable that salary levels be comparable with other professions with similar educational experience, and with those in other Synods of the ELCIC and other denominations.

Annual increments in salary reflect the understanding that an individual grows in confidence, skill acquisition and skill application with experience in a call. The increases in the compensation guidelines are meant to reflect the increased service potential of the individual with more parish experience. **After reaching the maximum years of service on the guidelines, salary increases should be based on economic conditions (e.g., an increment for cost of living increases) and the satisfaction of the parish.**

Parishes want to have pastors and diaconal ministers who effectively serve, lead and minister to the needs of the community and are adequately compensated for their services. Concerns about salaries, allowances and benefits need to be viewed with regard to the very special nature of the service that a rostered minister is called to provide. It is very important that local grievances concerning a pastor's/diaconal minister's service be addressed locally, and not through general reductions in the guidelines. The compensation guidelines help us to bring order to the Synod so that God's people can grow and the Gospel can be shared.

Base Salary Amounts for 2011 (excluding housing allowance amounts)					
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	Level 1	Level 2	Level 3	Level 4	Level 5
Start Rate	32,365	33,235	34,100	34,950	35,800
Year 1	33,235	34,100	34,975	35,850	36,720
Year 2	34,160	35,050	35,950	36,875	37,770
Year 3	35,030	35,975	36,875	37,825	38,750
Year 4	35,950	36,900	37,825	38,775	39,745
Year 5	36,950	37,900	38,875	39,875	40,820
Year 6	37,950	38,975	39,950	40,975	41,975

*Level 1: Basic Theological Education; Level 2: Bachelor of Theology (B.Th.); Level 3: Master of Divinity (M.Div.) *Level 4: Master of Sacred Theology (S.T.M.) or Doctor of Ministry (D.Min.) *Level 5: Doctor of Theology (Th.D.) or Doctor of Philosophy (Ph.D.) **For rostered ministers with service beyond the 6th year the increment for 2011 should be the GREATER OF:**

(a) \$450/year for each additional year of service under call after the 6th year (e.g. for 15 years the base amount is \$44,000 for Level 3); OR

(b) 2.5% above the actual 2010 base salary paid

In no event should the base compensation for any rostered minister in 2011 be less than it was for 2010.

Housing allowance for rostered individuals (ordained and diaconal) must be added to the above amounts using the criteria for housing allowances included elsewhere in these guidelines.

Diaconal ministers may qualify for a non-taxable housing allowance in situations where they fulfill the same function test required of an ordained minister. Consult the ELCIC Treasurer's Information Booklet for a description of the requirements as published by the Canada Revenue Agency.

Where a diaconal minister does not qualify for a non-taxable housing allowance, the appropriate figure above should be increased by 30% to compensate for this fact.

Other Benefits

In addition to the base salary, compensation shall include:

1. Accommodation

a) Cash housing allowance equivalent to fair rental value of housing in the locale. Fair rental value includes rent and basic utilities. Congregations are strongly encouraged to review annually the amount of fair rental value by comparison to published advertisements for renting comparable premises or in consultation with qualified realtors. Tax regulations allow for housing allowance to be up to 50% of the base salary so long as this amount does not exceed market value rent. ;OR

b) Provision of a parsonage or rental accommodation maintained in good repair; plus \$125 per month as a housing equity allowance. Housing equity allowance is subject to CPP, EI and income tax deductions.

2. A 10% addition to the base salary, or equivalent consideration such as days off, for pastors required to conduct more than two services in different localities each Sunday or for pastors required to conduct two services in different languages on a regular basis and whose ministry is conducted largely bilingually.

3. Participation in the continuing education program of the ELCIC. The program includes two weeks annual study leave, including two Sundays, and a minimum annual contribution of \$600 by the congregation and \$300 by the pastor/diaconal minister. Study leave may be accumulated over time to a maximum of six weeks. Educational leave must be granted in consultation with the parish council and is not ordinarily granted at the end of a call.

4. A taxable book allowance of \$450 per year to be used by the pastor/diaconal minister to purchase books and periodicals which become the property of the individual.

5. A non-taxable mileage allowance of \$.50 per km, for distance actually traveled in the course of parish work. The parish should be claiming a GST rebate of \$.0119 per km paid. Upon mutual agreement, an individual may agree to take a salary below guideline with the difference offset by a higher mileage allowance. This is acceptable and is encouraged in travel circumstances where the individual incurs significant travel and is not being fully compensated for such. (Note that under an arrangement where salary is reduced and mileage is raised there is a reduction in pension and disability contributions.)

Parishes are reminded that generally the per kilometer rate should not exceed \$.52 per km for 2011 and that the non-taxable allowance must be calculated based on actual distance travelled. Flat monthly allowances are considered to be taxable to the individual as salary and detailed mileage records are required to be kept by the individual if he/she intends to claim car expenses against employment income.

6. The congregation's contribution to the ELCIC pension plan, ELCIC life and disability plan and employer's portion of EI and CPP as required by federal regulation.

Where a housing allowance is paid, pension is calculated as 11% of the total of base salary and housing allowance. Where there is no housing allowance, pension is calculated as 11% of the salary paid.

Where a house is provided, pension is calculated as 11% of 1.3 times the base salary, plus housing equity allowance, if any.

(The congregation is also required to withhold and remit monthly 5% of the appropriate amount as the individual's contribution to the pension plan.)

The congregation pays the entire premium for the ELCIC life and disability plan. Effective January 1, 2009, the amount is calculated as 3.25% of the appropriate base used for the pension calculation. In case of a full-time call to one parish where the total of actual salary (and housing allowance or housing equity, when applicable) is below the guideline established above, the pension calculation only may be based on the minimum guideline amount. In such circumstances, advice should be sought from the ELCIC Group Services (1-877-352-4247).

7. Participation in the ELCIC Health/Dental Plan unless the individual is covered under a spousal plan. **Effective for 2009 the parish pays 100% of the monthly premium.**

8. Coverage for short-term disability. The congregation is expected to continue the member's full salary and benefits for the period until EI benefits apply (approximately nine weeks). The ELCIC plan pays 60% of the member's salary for long term disability commencing approximately six months after disability occurs.

9. Moving costs shall be paid and should include \$.50 per km plus reasonable accommodation and meal costs. A settling-in allowance of up to \$750 should be considered.

10. Expenses for conference, synod and national church events where the individual is required to attend should be paid by the employer.

Vacation

Ordained

Four weeks annual vacation with pay, including four Sundays, for years in ministry up to 15 years. Congregations are encouraged to provide one additional week of vacation in every 5th year of anniversary of call to service (to be taken during the eligible year only).

For service in ministry over 15 years, there shall be five weeks annual vacation, plus one additional week in every 5th year of ministry.

If the pastor does not take his/her vacation time, this cannot be accumulated unless it is approved by the congregational council prior to year end in the year in which the vacation was not taken.

Diaconal

As a minimum vacation is required by provincial labour regulations, generally two weeks in the first year, with additional vacation time based on length of employment.

Other

The vacation period shall be based on the calendar year January 1 to December 31. Where employment begins or ceases during the year, vacation should be calculated on a pro-rata basis using the calendar year.

Supply Pastors

Supply pastors should be paid \$140 for the first service, \$60.00 for a second service (\$120.00 for a second service in a different language.) and \$.50 per km for travel. Deductions and withholdings need not apply to these amounts.

PROCEDURAL GUIDELINES FOR A CALL MEETING

- Congregational call meetings are often held immediately after a worship service. If the meeting is held at a time other than after a worship service, items marked with an asterisk (*) may be included to remind the people that it is in the context of worship and prayer that the decision to call a pastor is made.
- The bishop or the bishop's representative shall meet with the congregational chairperson before the meeting begins to determine that:
 - a. The meeting has been convened in accordance with the constitutional requirements for giving advance notice and stating the express purpose of the meeting.
 - b. There is a quorum of voting members present.
 - c. The call committee's recommendation to the congregation to call a pastor was passed by at least a 2/3 majority vote.

SUGGESTED AGENDA

1. The congregational chairperson shall call the meeting to order by announcing the purpose of the meeting.
2. The chair shall introduce the bishop/bishop's representative, who shall thereafter conduct the meeting.
3. The bishop/bishop's representative shall lead the congregation in the invocation.
 - * Hymn 284 (LBW) or other suitable hymn may be sung.
 - * Scripture lessons may be read (e.g. LBW Occasional Services, p. 229).
John 20:21-23; Matt. 28:18-20; I Tim. 4:12-16
4. The bishop/bishop's representative shall lead in prayer (Ministers of the Word, LBW p. 46 or other).
5. The bishop/bishop's representative shall ask the call committee chairperson (or designate) to:

- a. Provide biographical information about the candidate (read a prepared *curriculum vitae* or share freely from interview).
 - b. Read the Letter of Call and the Memorandum of Compensation. (Changes may be made to the Letter of Call or the Memorandum of Compensation by a proper motion to amend, seconded, duly recorded, and approved by a majority vote of the assembly.)
 - c. Move that the candidate be called in accordance with these documents.
6. The bishop/bishop's representative shall ask for a seconder.
7. The bishop/bishop's representative shall invite questions from the floor for response by the call committee chair/designate.
8. The bishop/bishop's representative shall explain the voting procedures:
 - a. Voting shall be by secret ballot, and shall require at least a 2/3 majority vote of those present in order to issue a valid call.
 - b. In a multiple point parish, a 2/3 majority vote is required in each congregation.
 - c. Voting shall include the Letter of Call and the Memorandum of Compensation.
9. The bishop/bishop's representative shall pray (Election of a Pastor LBW p. 46).
10. Ballots shall be distributed and a vote taken.
11. Counters shall collect and count the ballots (one or more hymns may be sung during this process, e.g., LBW 286).
12. The bishop/bishop's representative shall announce the result of the ballot:
 - a. If the congregation approves issuing a call: Prayer is offered for the candidate who will be considering the call and for the congregation as they await in the decision.
 - b. If the congregation does not approve issuing a call: Prayer is offered for the candidate who was willing to be considered, for the call committee as they return to their work, and for the congregation and interim pastor as they re-enter the call process.

13. The bishop/bishop's representative shall call for a motion to destroy the ballots.
14. The meeting is returned to the congregational chair who shall call for a motion to adjourn.
15. The bishop/bishop's representative shall close by blessing the congregation (Benediction, doxology, or other suitable closing may be offered).

- Following the meeting, the persons entrusted by the congregation with signing authority shall sign both the Letter of Call and the Memorandum of Compensation, and initial any changes to them as mandated by the congregational meeting. If the vote is negative, the materials shall be returned to the Synod Office with advice to the bishop if he or she is not present. The bishop shall arrange with the call committee chairperson to present names of other candidates for consideration.
- The congregational chairperson shall contact the candidate by phone to convey the results of the vote.
- The bishop/bishop's representative shall fill out the Certification of Call Procedure, and, if applicable, courier or deliver it with the Letter of Call and Memorandum of Compensation to the Synod Office, where the Seal of the Synod and the signature of the bishop shall be added. The materials shall thereafter be sent by courier to the candidate.

SIX-NINE MONTH MINISTRY REVIEW

Date: _____
Congregation _____ Pastor _____

Reflections on our ministry

1. A time of joy was _____
2. The most difficult aspect of the start-up time has been _____
3. A specific instance in which the council supported the pastor was _____
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 financial response 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? Who is responsible for making them?
2. Two specific steps we can take to strengthen our mutual ministry as pastor/council:
 - 1.
 - 2.

(This review is to be completed by the council and/or Staff Support Committee and may be forwarded to the bishop's office.)

EVALUATION OF THE CALL PROCESS

To be completed by the Call Committee Chairperson:

1. I appreciated most....

2. I least liked....

3. Next time I would like to....

4. I found the Call Process Manual....

5. I recommend the following specific changes to the Call Process Manual....

6. The support I received from the Synod Office was....

7. Other comments....