

Calling a New Pastor

What is a “Call?”

A call is one element in the Church’s seeking and following God’s movement into the future. The Lutheran call process is unique because it is an effort to discern what God wants for the local church and for the whole Church in order that the Gospel may be proclaimed and the sacraments administered in accordance with the Gospel. Below are the steps to be followed in this important process.

1. The interim pastor works with the council to determine when is the appropriate time to being the process of gathering the information that will be used in the call process to develop the Ministry Site Profile (MSP).
2. The congregation council may choose to set up a transition team in order to assist with the gathering of information. The congregation’s constitution gives guidelines for selecting a call committee but usually not a transition team, so the appointment of such a team is determined by the council. In smaller congregations, the transition team may be the same as the call committee, but if possible, the two committees should be different. The transition team responsibilities involve research and analysis, documentation and study. The call committee will have strengths in relationships and discernment. Both should have good communication skills so the whole congregation is aware of the important work that they are both doing. Responsibilities of the transition team include:
 - Review of the congregation’s history
 - Review of current make up of membership, with input from congregational members regarding leadership needs
 - Review of the congregation’s constitution
 - Review of core values, mission and vision statements
 - Review of staffing needs and resources
 - Review of property and other physical resources.

Sample surveys and questionnaires that can assist in gathering some of this information can be found on pages 9 and 10. After gathering the information provided by the congregation, the transition team makes a final report to the council.

3. The council creates a position description and summary and range for a compensation package. **The form is found on pages 11 and 12)** The actual definition of compensation and benefits is worked out at a later date with the final candidate. The council also provides a budget and procedures that will be used to reimburse candidates' expenses so the call committee knows the budget they have to work with in the interview process. This includes: reimbursement for travel, lodging and meal costs for candidates who come to interview with the call committee, and for the final candidate (and family) to meet the congregation.
4. The call committee is appointed by the congregation council or elected by the congregation. The congregation’s constitution should be consulted for any provisions

regarding the call committee's composition and formation. If no provisions exist, the following guidelines are recommended:

- The model constitution for congregations (C13.05) provides that the council appoint a call committee of six members whose term of office ends upon the installation of the newly-called pastor/lay rostered leader. The more members on the committee, the longer the call process will likely take. Every member of the call committee is expected to be at EVERY meeting of the committee.
 - The council invites congregation members (both verbally and in written communications) to nominate persons for the call committee. Members are free to nominate themselves. The council needs to be clear that not every person nominated will be asked to serve.
 - The council determines some general criteria for the composition of the call committee. Members should demonstrate Christian maturity, and be concerned for the welfare of the whole congregation, rather than their own personal preferences. Members should work well with others. There should be diversity in age, gender, and length of membership in the congregation. The same qualifications that are needed for council service such as voting member, regular worship attendee, regular giver, and participant in congregational ministry apply here as well. It is strongly advised that council members not be on the call committee. It is the responsibility of the call committee chair to maintain regular communication with the congregation council.
 - *In congregations that have a strong vision for mission and a ministry plan that will be the foundation for the new leader's ministry, an additional step is desirable. Invite those who are interested in serving on the call committee for a gathering. Ask them to briefly introduce themselves, to indicate why they are interested in serving on the call committee, and about their commitment to God's mission and the ways it is being followed in the congregation. Only members who attend this gathering will be eligible to serve on the call committee. A council member records the information for the council deliberations.*
 - The council selects the call committee from all nominations (including those made by council members), on the basis of its criteria. It informs the call committee members of their selection and thanks all who have offered their services.
 - The call committee appoints the chairperson of the call committee. Gifts needed for this ministry are spiritual maturity, organizational ability, conscientiousness, and a sense of partnership with the council. The chairperson is responsible for regular communication with the congregation council. Because documents will be sent electronically from the synod office, it is important that the chairperson or others have access to email.
 - The call committee should be installed during a regular worship service of the congregation. **The rite of installation is found on pages 13 and 14.**
5. Once the call committee is in place, the chair of the committee contacts the synod office and a call process minister (CPM) is assigned to assist the call committee through the call process. The call process minister meets with **the call committee and the council together** to provide an orientation to the process on how to fill out an MSP, receive

names of candidates, interviewing and the importance of confidentiality. **While it is important to keep the council and congregation informed regarding the process, the names of potential candidates are to be kept confidential by the call committee until the council approves the recommendation of a final candidate.**

6. The call committee goes to <http://www.elca.org/en/Call-Process/Getting-Started> to create a user name and password to complete the Ministry Site Profile (MSP) and other forms. The committee is encouraged to fill out all seven questions in the reflections document, but at least questions one & three. For a recommendation enter the name and email address of the individual on the congregation's status page, the link says Reference Recommendation, and you will receive a notice it has been successfully sent.
 - Committee reviews data submitted to the transition team.
 - Committee fills out MSP form using data provided by transition team.
 - Call Process Minister and synod staff review MSP.
 - Finalized MSP is approved by the council before it is submitted electronically.
 - Once the MSP is submitted the synod office is notified by email and will activate the MSP on the churchwide website.

NOTE: If this is a multiple-point parish only 1 MSP should be submitted. Under question 1 "Name and Location" please list the parish name in the line that asks for CONGREGATION/ MULTIPLE POINT PARISH/ ORGANIZATION, list all congregational names under NAME. Leave the congregational ID number blank. List all cities under CITY, STATE, ZIP COUNTRY, all years organized under SYNOD TYPE OF MINISTRY SITE YEAR ORGANIZED. Once the MSP on line has been completed, each individual congregation can develop their own document that includes information about their own congregation which will be sent to potential candidates.

7. Synod office gathers names of potential candidates. This group of candidates come from several sources:
 - Rostered Leaders within the synod. The synod staff identifies potential candidates or those candidates who indicate their interest in the ministry. Sometimes leaders in the synod will recommend others.
 - Candidates from other synods. These are candidates who submit a Rostered Leader's Profile (RLP) indicating interest in the Central States Synod.
 - Candidates suggested by the congregation. The call committee invites congregation members to submit names. **This should be done as soon as the MSP has been activated.** In submitting names, congregation members need to understand 1) that these names may NOT be considered under certain circumstances (e.g., if there are serious ethical problems); and 2) that they should refrain from being in contact with the pastor once the name is submitted. **A referral form and sample cover letter are provided on pages 15 and 16.**
 - All rostered leaders are able to learn about your pastoral vacancy by going online to the ELCA Ministry Opportunities webpage where they will read your 75 word description. You may want to include a link to your congregation's website when you compose your 75 word narrative. That webpage reaches potential pastors and rostered leaders.

NOTE: If there is an agreement between the synod office and the call committee that the call is suitable for a first-call candidate, no other candidates will be given to the committee until it has made a decision about the graduate. This is a matter of fairness to a person who has had no previous call to ordained ministry. If the call committee decides not to continue the process with this person, he or she will be released to consider other call opportunities and the committee will receive other names.

Potential candidates who are willing to be interviewed by congregations in the synod are encouraged to go to the synod website to familiarize themselves with the call process handbook as well access the synod compensation guidelines.

8. Committee receives and studies candidates' materials. The synod office will send a group of candidates to the call committee chair for the group's consideration. All call committee members should receive complete copies of the candidate's materials in order to prepare a final list of questions for the interview process. Important items to remember during this time
 - The call committee keeps the names and resumes of all candidates in the strictest confidence throughout the committee's work. The call committee reveals only the name and resume material of the candidate it recommends to the congregation council.
 - As soon as the call committee receives candidates' materials, the chairperson should immediately contact each candidate by phone to let the candidates know:
 - that the committee has her/ his materials;
 - an idea regarding when the candidate can anticipate further contact;
 - if the committee requests any additional materials from the candidate-or if the candidate can expect any additional materials from the committee.
 - Contact candidates and the CPM every two or three weeks throughout the process to keep them informed of progress.
9. The Call committee schedules and conducts interviews for all candidates as their materials are submitted. It is best if the candidate has a brief biography of each call committee member, and the general questions that will be asked before the interview. **Sample interview questions can be found on pages 17-20.**
 - The first interview can be a conference call or by Skype in order to decide which candidate(s) to bring for an on-site visit and interview. Phone interviews should be very carefully structured. On-site interviews usually include a general introduction to the community, supper (hosted by a couple of call committee members), and a three hour evening interview.
 - The committee releases each candidate as he/she is no longer in consideration. A phone call and a follow-up letter of the committee's decision should inform rejected candidates. **A sample letter can be found on page 22.** Please inform the call process minister and synod office when releasing candidates. It is also helpful for the synod office to know why a candidate is being released.
 - If the committee is impressed with two or more candidates, it should be honest with those not selected. Tell them that they made a very favorable impression and

ask if they will be willing to be considered if the process with the candidate of choice does not work out. Most candidates are willing to be reconsidered if the call committee is clear.

10. The committee often invites the candidate of choice (and family if applicable) for a second visit. At this time a preliminary financial package can be developed by the council and offered to the candidate through the call committee. **(See pages 23-25)** The candidate may want to meet with the staff of the congregation at this time. Even though the candidate may be meeting with staff, the name of the candidate remains confidential until the council approves the candidate of choice. Further, staff members are not allowed to influence the discernment process of the call committee. Sometimes this step is not financially feasible and any issues which might preclude the candidate's agreeing to go further in the process will need to be addressed by phone.
11. Call committees sometimes want to visit a *final* candidate's congregation on a Sunday morning to experience worship and preaching. Such visits are not encouraged. If done at all, they should be conducted with the knowledge and consent of the candidate. Keep in mind that the candidate is currently a worship leader and preacher for a specific congregation, and their style may be adapted to fit that situation. What is experienced in another congregation may not be what that leader does in your congregation. Also, although the Sunday morning presence is very important, when calling a pastor, the congregation is calling a spiritual leader who does much more than preach and lead worship. Care is to be given to asking references and asking for examples of the pastor's abilities in all areas of responsibility that are priorities for the congregation.
12. When the call committee has agreed on a candidate, the call committee chairperson informs the call process minister that they are ready to present the candidate to the council. The committee then makes their report to the council. It provides the council with all the information it has about the candidate, along with the committee's reasons for recommending her/him. Under no circumstances shall the committee reveal the names or resumés of other candidates.
13. The council votes on recommending the candidate to the congregation. If the decision is positive, the council president informs the CPM and the synod staff and moves on to step 14. If the decision is not positive, the council president informs the CPM and the synod staff and the process goes back to either step 7 or the third bullet point of step 9.
14. The council arranges for the congregation to meet the candidate. The council president contacts the candidate to negotiate a date for the candidate (and family, if applicable) to meet the congregation. The council:
 - sets a date for the congregation to meet the candidate;
 - provides information about the candidate to congregation members;
 - affirms the date for a special congregational meeting to vote on the call, observing the congregation's constitutional requirements for such a meeting.

- The executive committee or other appropriate body from the council works out the financial package to be offered to the candidate. (Definition of Compensation found on pages 22-24).
 - The council and call committee make plans to provide hospitality to the candidate and his/her family during the visit. It is recommended that the candidate be introduced at an informal congregational gathering, such as an afternoon coffee or evening dessert event. It is appropriate to ask the candidate to lead a Bible study or devotion during the event, giving the congregation an opportunity to observe the candidate's public presence. Sometimes a brief question-answer session is desirable. "Trial sermons" are discouraged.
15. The call process minister calls the candidate to make sure everything is in place and asks if the candidate is ready to accept the call if issued or if the candidate has any reservations. The candidate is also asked to remove their name from consideration by other congregations.
16. The president calls the bishop's office to report the date of the congregational meeting. In response, the synod office sends a blank *Letter of Call* document and Definition of Compensation to the president and appoints a representative to the congregational call meeting. This person's sole role will be to observe the meeting, making sure a quorum is present (as defined by the congregation's constitution) and that the vote is properly conducted. The representative reports the result of the vote to synod staff.
17. The council prepares for the congregational meeting and moves two resolutions for the congregation to consider. The congregation should receive materials about the candidate well before the meeting.

(When the call is to a parish, each congregation of the parish arranges for its own meeting. Resolution One must be approved by a two-thirds majority in each congregation.)

RESOLUTION ONE: "Shall _____, of _____, be called to serve as pastor/associate in ministry/ diaconal minister/deaconess of _____ Lutheran Church?"

[Voting on this resolution is by written ballot and requires a two-thirds majority for approval.]

RESOLUTION TWO: "Shall the initial annual compensation of the leader be: [an itemized list of compensation]?" or

"Shall the congregation council be authorized to negotiate the compensation package with _____?"

[Voting on resolution two may be by voice vote and requires a simple majority for approval.]

NOTE:

- If both resolutions are approved, the congregation president informs the candidate and the synod office of the vote by telephone and proceeds to Step 18. The congregation president shall supply the candidate with the vote count if requested.

- If the first resolution fails to be approved, the congregation president contacts the bishop's office for consultation about next steps. The president informs the candidate of the vote by telephone.
- If the first resolution is approved but the second resolution fails to be approved, the council president informs the candidate and the synod office of the vote by telephone, and then arranges for the candidate to renegotiate the compensation package with the council. A second congregational meeting is then held to act upon the renegotiated compensation package.

18. Complete and Send the Letter of Call to the bishop.

- When the congregation approves both resolutions, the president and council secretary complete the Letter of Call and the Definition of Compensation documents and send them to the bishop for review and attestation.
- The bishop then sends the Letter of Call and the Definition of Compensation to the candidate, who has up to thirty (30) days to respond in writing to the congregation's call.
- Usually a candidate who has allowed his/her name to be presented to a congregation is prepared to accept the call immediately. When the candidate has received the Letter of Call from the synod office, she/he sends a written acceptance of the call to the congregation with copy to the synod office.

19. Candidate notifies bishop and congregation.

- The candidate first contacts the bishop of their acceptance of the call.
- The council receives the candidate's written response and the president notifies the congregation.
- In the rare occurrence that the call has been declined, the candidate should inform the council president and the bishop. Then the process goes back to either step 7 or the third bullet point of step 9.

20. When the call has been accepted, plan for the leader's move and installation.

- The council begins to plan hospitality for the new leader (and family) and to work with him/her to arrange for moving the household. The congregation is responsible to pay usual costs for the move.
- The council also works with the new leader, in consultation with the bishop, to plan a date for a service of installation as early in the leader's tenure as possible.

21. The council leads the congregation in planning a closure service and other appropriate acknowledgement and thank you to those who have offered ministry support during the pastoral transition. Such acknowledgement should be complete before the new leader arrives to begin ministry.

22. Establish a mutual ministry committee. It may be that three or four members of the call committee would be willing to serve in this capacity for the first six months of the pastor's tenure. During that time, the pastor can be involved in selecting other members of the committee. A mutual ministry committee provides feedback and can be a

sounding board for the pastor as he/she acclimates to the new culture of the congregation. More information on how to establish a mutual ministry committee can be found on the ELCA website www.elca.org

Gifts for Ministry – Sample Congregational Survey

Every rostered leader offers a variety of gifts, skills and personality characteristics that would be helpful in a ministry setting. In the left column, identify a maximum of five gifts for ministry that the leader must bring to your setting. In the right column, identify five more gifts that would be helpful in your setting. (If your setting is a congregation and your search is for a pastor, this survey of gifts assumes that the pastor is able to offer worship leadership and preaching.)

Top Priority	Our new leader needs to be able to...	Very Helpful
<input type="checkbox"/>	Help people develop their spiritual life.	<input type="checkbox"/>
<input type="checkbox"/>	Help people understand and act upon issues of social justice.	<input type="checkbox"/>
<input type="checkbox"/>	Provide care and nurture.	<input type="checkbox"/>
<input type="checkbox"/>	Be active in visitation of members and non-members.	<input type="checkbox"/>
<input type="checkbox"/>	Be effective in working with children.	<input type="checkbox"/>
<input type="checkbox"/>	Build a sense of community among the people with whom s/he works.	<input type="checkbox"/>
<input type="checkbox"/>	Help others develop their leadership abilities and skills for ministry.	<input type="checkbox"/>
<input type="checkbox"/>	Be an effective administrator.	<input type="checkbox"/>
<input type="checkbox"/>	Be an effective communicator.	<input type="checkbox"/>
<input type="checkbox"/>	Be an effective teacher.	<input type="checkbox"/>
<input type="checkbox"/>	Encourage support of the Church's wider mission.	<input type="checkbox"/>
<input type="checkbox"/>	Work regularly in the development of stewardship growth.	<input type="checkbox"/>
<input type="checkbox"/>	Be active in ecumenical relationships.	<input type="checkbox"/>
<input type="checkbox"/>	Be effective in working with youth.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Organize people for community action.	<input type="checkbox"/>
<input type="checkbox"/>	Be skilled in planning and leading programs.	<input type="checkbox"/>
<input type="checkbox"/>	Have a strong commitment and loyalty to the Lutheran Church.	<input type="checkbox"/>
<input type="checkbox"/>	Understand and interpret the mission of the Church from a global perspective.	<input type="checkbox"/>
<input type="checkbox"/>	Deal effectively with conflict.	<input type="checkbox"/>
<input type="checkbox"/>	Bring joy and good humor to relationships.	<input type="checkbox"/>
<input type="checkbox"/>	Be able to share leadership and work in a team.	<input type="checkbox"/>
<input type="checkbox"/>	Be creative and innovative about his or her tasks.	<input type="checkbox"/>
<input type="checkbox"/>	Be able to use technology and media.	<input type="checkbox"/>
<input type="checkbox"/>	Appreciate cultural diversity in language and customs.	<input type="checkbox"/>
<input type="checkbox"/>	Have talents in the areas of music, arts, and writing.	<input type="checkbox"/>

What other considerations to you think are important for the Call Committee as it enters this process?

Will you commit to daily prayer for the Call Committee that it might discern the right candidate to further God's mission through our congregation?

Name:

WHO ARE WE THIS SUNDAY?

Please answer the following questions and return your form as directed. It will take a minute or two. Please help children with their forms or fill out the forms on their behalf. Your call committee is providing this information on your congregation's needs. The purpose of this form is to give your leaders and potential candidates a snapshot of the people present in church today.

1. Mark *one* box to indicate your gender and age group.

	<i>Female</i>	<i>Male</i>
4 years or younger		
5 to 9 years		
10 to 14 years		
15 to 19 years		
20 to 24 years		
25 to 34 years		
35 to 44 years		
45 to 54 years		
55 to 64 years		
65 to 74 years		
75 to 84 years		
85 years or older		

2. Are you... (*check one*)
☐Caucasian ☐Black ☐Asian or Pacific Islander ☐American Indian, Eskimo, or Aleut
☐Another race: which? _____
3. Are you of Spanish/Hispanic origin? ☐Yes ☐No
4. What language do you usually speak at home?
☐English ☐Spanish ☐Another language: which? _____
5. How long does it usually take you to get from your home to the church? _____ minutes
6. How long have you been a member of this congregation?
☐Less than 1 year ☐1- 3 years ☐4- 10 years ☐More than 10 years ☐Not a member
7. On the average, how often are you at the church building other than for weekend worship?
☐Once a week or more ☐2-3 times a month ☐About once a month ☐Less than once a month
8. Of the people (including children) here today, how many are related to you (by marriage or blood)? How many people, not including relatives, would you consider close friends? (*Please enter "0" if none.*)
 _____ people here today are related to me
 _____ people here today are close friends of mine

Thank you for providing this information about yourself. You are invited to share your concerns and ideas with your call committee, or with your congregational council.

**EVANGELICAL LUTHERAN CHURCH IN AMERICA
CENTRAL STATES SYNOD**

Position Description

Congregation/Ministry to be served: *(for more than one, please list all)*

Name _____

City _____ State _____

Congregation ID code (5 digits) _____

Roster status required: *(check one)*

_____ Ordained Pastor _____ Associate in Ministry
_____ Diaconal Minister _____ Deaconess

Will the person called be the only rostered person serving the congregation/ministry?

_____ Yes

_____ No, the position is one of the following:

_____ Senior Pastor _____ Associate / Assistant Pastor
_____ Associate in Ministry _____ Diaconal Minister
_____ Deaconess

(If this is a multiple staff situation): For what particular tasks or areas of the congregation's life will the person called or appointed be responsible? Please attach job description.

Is the position full-time? If no, what percentage of full-time?

_____ Yes

_____ No – Percentage of full-time: _____ percent

Is this a new or existing position?

_____ New position

_____ Existing position

What is the length of term of this position or call?

_____ Continuous (without limitation)

_____ Co-terminus with the senior pastor

_____ Fixed term, for a period of _____ years *(needs the Bishop's prior approval)*

Does the ministry require skills in any language other than English?

_____ No

_____ Yes – Which language(s)? _____

Summary and Range for Compensation and Professional Expense Package

Range of base salary + housing allowance + Social Security offset:

\$ _____

Or (when parsonage is provided)

Range of base salary + utility/furnishing allowance + Social Security offset:

\$ _____

In addition to base salary and housing we will provide: *(please check those that would apply)*

- ☐ Housing equity allowance: \$_____ *(if applicable)*
- ☐ Continuing education of 14 days & ELCA recommended minimum allowance of \$_____
- ☐ Four weeks vacation, including four Sundays
- ☐ Car or Mileage allowance
- ☐ Health Care and Pension through Portico (ELCA provider)
- ☐ Other _____

Contact Information for Council President

Name _____

Phone – Day _____ Evening _____

Address _____

City _____ State ____ ZIP _____

Email _____

Contact Information for Call Committee Chairperson

Name _____

Phone – Day _____ Evening _____

Address _____

City _____ State ____ ZIP _____

Email _____

Signed by: _____

Council President or Vice-President

Date

RITE FOR INSTALLATION OF A CALL COMMITTEE

Immediately following the Hymn of the Day:

At this time we install the following persons as the Call Committee of _____ Church.

As their names are read, the members of the committee come forward.

As we install these women and men, we celebrate the power of the Holy Spirit, as it will reveal itself to us through their work as they discern candidates for the call to be a pastor of this congregation.

To the members of the Call Committee:

On behalf of this congregation, and with the support of the staff of the Central States Synod, you are being charged with listening faithfully and searching diligently for the person whom God has chosen to shepherd this congregation in the coming years.

Are you now prepared to accept this responsibility and exercise your ministry faithfully and in accordance with the will of the Holy Spirit? If so answer: We will, with God's help.

We will, with God's help.

Will you consistently search the mind of God through prayer and conversation with one another, always seeking to do God's will rather than your own?

We will, with God's help.

Will you continue to pray for this community of faith and listen diligently to the people of God as they seek to discern God's will in this process?

We will, with God's help.

Will you pledge to work with them in a spirit of joyful anticipation as you look forward to a new partnership in the gospel?

We will, with God's help.

Congregation stands

People of God, will you support and encourage these people in the ministry for which they set apart this day? If so then answer: We will, with God's help.

We will, with God's help.

Let us pray for the whole people of God in Christ Jesus, and for all people according to their needs: Creative and Redeeming God, we will call upon you to empower these men and women for the special ministry upon which they embark this day. Grant them your Holy Spirit; the spirit of wisdom and understanding, the spirit of counsel and might, the spirit of knowledge and the fear of the Lord, the spirit of joy in your presence. Lord in your mercy...

Hear our prayer.

Other petitions may be added here.

Into your hands, O Lord, we commend ourselves and all for whom we pray, trusting in your mercy, through your son, Jesus Christ, our Lord. Amen.

A symbol of this ministry such as a lapel pin may be given as each committee member kneels to receive a laying on of hands and blessing.

I bless you for service, in the name of Jesus Christ, Our Lord. Amen.

Let us pray. . . . Almighty God, whose Spirit moved upon the waters and earth was created; who knit us together in our mother's womb, grant that these people of God may be strengthened for their service, and empowered with your presence. Through Jesus Christ, your Son our Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever.

Amen.

The peace of the Lord be with you always.

And also with you.

**EVANGELICAL LUTHERAN CHURCH IN AMERICA
CENTRAL STATES SYNOD**

Candidate Referral Form

Referrer's Name & Phone _____

Candidate's Name _____

Current Congregation/Ministry _____ City _____ State _____

Phone (Optional) _____

How did you hear about this person?

Do you personally know this individual? _____ Yes _____ No

If yes, please summarize why you feel this individual would be a strong candidate for our congregation:

As far as you know, has this individual expressed an interest in the position at our congregation? _____ Yes _____ No

Have you or someone you know had discussions with this individual about the position at our congregation? _____ Yes _____ No

If yes, please summarize the information shared during your discussion. (Optional)

NOTE: Once your referral is made, please support the confidentiality and integrity of the call process by allowing the call committee and synod to have exclusive contact with the candidate for any matters related to our congregational call. Thank you for your referral

Sample Cover Letter for Referral Form

Dear ***“Church Name”*** Member,

This call committee has recently completed a significant step in the call process – the completion of our Ministry Site Profile. This profile will be used by the Bishop and staff to identify candidates to refer to the call committee. More importantly, it is used by the candidates themselves to learn about the mission and ministries at ***“Church Name.”*** A copy of the profile is available in the church office.

Along with information on ***“Church Name,”*** the profile includes a description of our expectations for a pastor/lay rostered leader. This description was prepared based on the information received from congregational surveys and input from the council and staff. Enclosed you will find a copy of the description of our expectations for the position.

With these expectations in mind, we are giving you the opportunity to submit names of any ELCA pastors/rostered leaders whom you feel should be contacted by the bishop and the call committee regarding our congregation. Please use the enclosed Candidate Referral form to give us your recommendation. To preserve confidentiality, please mail the form to:

Candidate Referral
Call Committee Chairperson
Address

Once your referral is made, please support the confidentiality and integrity of the call process by allowing the call committee and synod to have exclusive contact with the candidate for any matters related to our congregational call. Thank you for your continued support and prayers for the call committee. We will continue to keep you updated on our progress toward calling a Pastor/Associate in Ministry/Diaconal Minister/Deaconess.

Sincerely,

**EVANGELICAL LUTHERAN CHURCH IN AMERICA
CENTRAL STATES SYNOD**

SAMPLE INTERVIEW QUESTIONS

Take the time to get acquainted with the candidate. Have someone from the committee begin with prayer. (You can ask the candidate to close the meeting with prayer.) Introduce yourselves and share your roles in the congregation. Ask the candidate briefly to tell you about him or herself. What brought them to this congregation at this point in time?

THEOLOGY

1. Describe God's mission with regard to the Church. What is the role of the rostered leader(s) and the congregation in relation to that mission?
2. (If interviewing a pastor or diaconal minister) Describe your preaching style. What themes do you emphasize in your preaching? What do you see as the purpose of the sermon?
3. What is your view of the Bible and its interpretation?
4. Tell us about the Spirit's work in your life and your call to service.

MINISTRY

1. What are your top three skills you would bring to us? How have you used those in ministry?
2. What aspect of ministry is most satisfying? What aspect is most dissatisfying?
3. How active are you in relationships beyond the local congregation? How do you view ecumenical involvement?
4. Questions about the following areas of ministry are suggested if they have not come up in previous discussion:

Visitation	Pastoral Care	Stewardship
Financial Management	Social Concerns	Youth
Community Involvement	Education	

LEADERSHIP STYLE

1. Describe your leadership style in your current setting.
2. What do you see as the primary role of the Congregational Council? Describe how you work with committees. How do you work with other staff members?
3. Communication is an important part of parish life. Give us examples of ways that you communicate within an organization.
4. What do you see as the role of lay members in the congregation, specifically in relation to the functions of worship, learning, witness, service, and support? What functions belong uniquely to your position?

PROFESSIONAL AND PERSONAL GROWTH

1. How have you participated in lifelong learning? How have you chosen the areas where you have pursued more growth?
2. Share a recent (or past) experience that challenged your thinking, inspired you, or deepened your understanding of your ministry and/or life? (e.g. a book, lecture, movie, event, program, article, travels, etc.)
3. What are your goals for continued personal and professional growth?

LEADER AS PERSON

1. Describe your basic work orientation. Where and when do you work best? How do you determine priorities in tasks you must do?
2. Describe ways you take care of your physical, emotional and spiritual self. How do you observe Sabbath time?
3. How do you view collegiality with neighboring colleagues? What kind of relationship do you appreciate among other leaders, Lutheran and non-Lutheran?
4. The Ministry Profile has provided some information about financial arrangement. You may wish to explore financially related concerns, such as salary, housing, and equity allowance.

While candidate may offer information regarding the following, the call committee members may not ask questions about a candidates health, age, sexual orientation or family members.

SAMPLE QUESTIONS THAT MAY BE ASKED BY CANDIDATES

1. What are some of the reasons why you are members of this congregation?
2. Describe how you are engaged in God's mission/work in the local community.
3. What is the community's image of this congregation?
4. Tell me about your mission support.
5. What was the last experiment/risk this congregation tried for the sake of God's kingdom?
6. What was the last book or other study that the leadership read together?
7. What did you accomplish during the interim period? How are you different because of that time?
8. Describe your relationship to the other congregations/ministries in the area, and your relationship to the rest of the synod.
9. Who shares responsibility for the visioning for the ministry?
10. What governing structure does this ministry have?
11. How would you prioritize the functions of this position, both in terms of importance and number of hours? What gets deferred if time runs out?
12. What view does the congregation have about continuing education? Time off? Financial support? Will I be encouraged to attend conferences and Synod Assemblies? Who will pay the expenses?
13. How does the leader's family receive support? Are there expectations of my family?
14. Who prepares the council and congregational meeting agendas? Who chairs meetings?
15. What are the housing opportunities in the neighborhood? What present financial arrangements have been made for the housing?
16. What is the school situation in this area?
17. (In the case of multiple-staff ministries) How do you describe the task definitions, lines of authority, conflict management, and reporting methods for the pastoral staff, council, congregation and committees?
18. What hardships has the congregation experienced? What conflicts have you faced, and what did you learn from them?
19. How many pastors has this parish had in the past twenty years?
20. How is the pastor's leadership viewed by the congregation?
21. What kind of secretarial support will the congregation provide?

22. What do you see as the role of the lay members in fulfilling the purposes of the congregation, specifically in relation to the functions of worship, learning, witness, service and support?
23. How do you see my role in relation to the functions of worship, learning, witness, service, and support? Am I a “doer,” “giver of orders,” or “enabler”?
24. What arrangements have you made for moving the leader, family, and household goods to this area?
25. Does this congregation have a policy regarding weddings and funeral for non-members?
26. Does the congregation have a policy regarding same-sex weddings being performed on church grounds?

**EVANGELICAL LUTHERAN CHURCH IN AMERICA
CENTRAL STATES SYNOD**

**Rostered Leader Interview
Expense Voucher**

Travel by car _____ to _____ and return.

Cost of rental car and fuel \$_____

or _____ miles @ _____ cents per mile..... \$_____

Travel by air _____ to _____ and return. \$_____

Meals..... \$_____

Housing..... \$_____

Miscellaneous..... \$_____

Total \$_____

X/ _____
Interviewee Address

X/ _____
Call Committee Chairperson

Date

EVANGELICAL LUTHERAN CHURCH IN AMERICA
CENTRAL STATES SYNOD

SUGGESTED TEXT FOR LEADERS NO LONGER BEING CONSIDERED

Date

Name

Address

City State Zip

Dear _____,

You were one of several *ministers* to whom it was our privilege to give consideration in our search for a *pastor* to serve _____ Lutheran Church. Our committee is very appreciative of the opportunity we had to meet and confer with you.

Knowing that you will appreciate some word as to the outcome of our effort, we are reporting that, in the light of the needs of our parish and the qualifications of persons with whom we have made contact, you are no longer being considered to serve _____ Lutheran Church.

Thank you for your courtesy to our committee. We wish to extend to you our best wishes in your ministry.

Sincerely,

Mary Smith

cc: Synod Bishop

**EVANGELICAL LUTHERAN CHURCH IN AMERICA
CENTRAL STATES SYNOD
Definition of Compensation, Benefits And Responsibilities**

Prepared by _____

for _____

for the period: _____ to _____

DEFINED COMPENSATION

The congregation will provide the following annual compensation:

Base cash salary	\$ _____
Housing allowance (<i>if provided: 30% base cash salary</i>)	\$ _____
Self-employed Social Security allowance (<i>if provided: base salary + 30% of base cash salary</i>)	\$ _____

If a parsonage or other housing is provided:

Utilities allowance	\$ _____
Furnishings allowance	\$ _____

TOTAL DEFINED COMPENSATION	\$ _____
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PENSION AND OTHER BENEFITS

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

1. ELCA Pension at _____% of defined compensation
2. ELCA Medical and Dental Insurance (check one below):

<input type="checkbox"/> a. Member only	<input type="checkbox"/> b. Member and spouse	<input type="checkbox"/> c. Member and children
<input type="checkbox"/> d. Member, spouse & children	<input type="checkbox"/> e. Coverage waived	
3. Housing Equity Retirement Contribution (if parsonage provided) \$ _____
4. Other insurance or benefits _____

EXPENSES

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

Automobile and travel allowance	\$ _____
Other professional expenses	\$ _____
Expenses for official meetings of the synod, as reimbursed	\$ _____
Continuing education (<i>\$1,000 recommended; minimum \$700 from calling source</i>)	\$ _____

Other _____

Pay the moving expenses to this field of service as follows:

AGREEMENT

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

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

SPECIAL PROVISIONS FOR PART-TIME MINISTRY

The minister will devote approximately _____ hours per week to the fulfillment of pastoral duties. In the section below, detail specific duties of the part-time minister, prioritizing such duties, and in the second part, note ministry tasks to be shared or wholly done by congregation members or attach a separate document.

A description of the particular responsibilities of this position may be attached to this "Definition of Compensations, Benefits, and Responsibilities" or the following may be completed:

OTHER PROVISIONS

Special emphases on the minister and special encouragement by the congregation:

During this time period, the minister will give special attention to ministry to the following:

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____

The congregation will encourage this minister's pastoral duties in the following ways:

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____

OTHER MATTERS

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

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

Congregational President

Council Secretary

Date: _____

I certify that I accept the above statement:

Minister: _____

Date of signature: _____

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