

CALLING OF A PASTOR

A PASTOR RESIGNS FROM THE PARISH

- A. The synod office is informed by the church council chairperson.
- B. A synod staff member meets with the church council to explain the process and time-line for calling a new pastor.
- C. The church council follows the congregational constitution for call procedures and the selection of call committee.
- D. The church council receives:
 - 1. Congregation Profile
 - 2. Guidelines for Call Process in WND Synod
 - 3. Salary guidelines (as adopted by the last synod assembly)
 - 4. Guidelines for vice pastor
 - 5. A supply preaching list.

HOW MINISTRY IS PROVIDED

- Option 1 Vice-pastor is appointed. Ministry is provided by retired pastors, other pastors, and lay preaching.
- Option 2 Vice-pastor is appointed. Ministry provided by licensed lay person participating in the GIFTS program.
- Option 3 Vice-pastor is appointed. A member of the congregation is invited to join the GIFTS program in order to be licensed for ministry.
- Option 4 Intentional interim pastor.

FILLING OUT THE CONGREGATIONAL PROFILE

- A. The congregational leaders fill out the congregational profile form, which is available by downloading from the ELCA website www.ELCA.org/Call
- B. The congregational profile is completed. The congregation keeps the original copy and submit and our synod office is notified that your paperwork has been submitted online.

VISIT WITH WND SYNOD STAFF

- A. The call committee and synod staff review the call process, the call documents, the compensation guidelines, etc.

PROCEDURE FOR PROVIDING MOBILITY FORMS TO CALL COMMITTEE

- A. Candidates suggested by congregation are researched.
- B. Candidates within the synod who have completed mobility forms are given very high priority.
- C. Candidates in the assignment process for 1st call are given very high priority.
- D. Candidates from other synods who have mobility forms on file are next in priority.
- E. Other candidates may be invited to fill out mobility forms.

THE CALL COMMITTEE MEETS WITH THE CANDIDATE(S)

- A. Mobility forms, including biographical data, history of previous ministries, and the pastor's self-assessment of their ministry and leadership v will be online. A copy of the congregational profile is online and can be accessed after speaking to Beth at the synod office in Bismarck.
- B. The call committee discusses the how-to of the interview process. Call committee needs to contact each candidate to let them know they have received their papers and
- C. The candidate selected is invited for an interview. The call committee invites the spouse if the candidate is married.
- D. The congregation assumes responsibility for housing, meals, mileage or other travel fare for the candidate (and spouse).

THE CALL COMMITTEE MAKES RECOMMENDATION TO THE CHURCH COUNCIL

- A. The church council and the call committee work up the salary and benefits package.
- B. A date is set for a congregational meeting, according to the congregation's constitutional guidelines.

CONGREGATIONAL CALL MEETING

- A. The congregation votes to call a pastor (ballot vote with 2/3 majority needed).
- B. The congregation votes by ballot or voice vote to approve the salary and benefits package. This vote needs a simple majority.
- C. The chair of the call committee contacts the synod office for call form.

THE PASTOR'S DECISION

- A. A congregation will usually hear from the pastor to whom the call has been extended within 3-4 weeks. The pastor may request a meeting with the church council for purposes of further information and clarification.
- B. If the response is "yes", then proceed with plans for the pastor's moving, start date, and installation.
- C. If the response is "no" begin again with the Call Committee meets with the candidate(s).

INSTALLATION OF A NEW PASTOR

- A. The installation is arranged by the church council president and new pastor in consultation with the synod office.

STARTING UP

- A. Welcome your new pastor and every family member.
- B. With your pastor, establish a Mutual Ministry Committee.

For questions, please contact:

Jan Zook
PO Box 100
Bowbells, ND 58721
701-377-3600 or cell 701-629-9926 or fax 701-377-3601
wndsynod@nccray.com or
WND Synod office Beth Anderson
PO BOX 370
BISMARCK, ND 58502

OFFICE: 701-223-5312
FAX: 701-223-1435

s their profile on the ELCA website

l if they plan to proceed with an interview.