

RESOURCES FOR CONGREGATIONAL CALL COMMITTEE



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Those assisting the Bishop in the call process are:

Vice Chairperson

Deans

At our synodical office there are:

Mr. Larry Ulrich – Assistant to the Bishop

Ms. Debbie Beyer – Executive Assistant

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THOSE ASSISTING THE BISHOP IN THE CALL PROCESS ARE:

VICE CHAIRPERSON

DEANS

AT OUR SYNODICAL OFFICE ARE:

MR. LARRY ULRICH – ASSISTANT TO THE BISHOP

MS. DEBBIE BEYER – Executive Assistant

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 congregational 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. A date will be set for an initial meeting with the congregational/parish council to begin the call process.

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 congregational 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 A 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 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 congregational 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 "B" for a suggested order of service.

SECTION 2

FIRST MEETING: CONGREGATIONAL/PARISH COUNCIL WITH BISHOP

1. Opening Prayer

The Bishop will begin the meeting with a brief devotion. This devotion includes a prayer for openness to God's guidance throughout the call process.

2. General discussion of the call process guidelines and opportunity for suggestions to be raised and concerns addressed.

3. Review plans for the termination of the resigning pastor's ministry and appropriate steps to honour and thank him/her.

4. Set up an Exit Interview with the resigning pastor. The interview should be conducted by the congregational council. Other members of the congregation may also wish to attend. The purpose of the interview is to provide a time of debriefing, for learning details that may otherwise have remained unknown, for hearing the resigning pastor's hopes for the congregation and for clarifying the relationship the departing pastor will have with the congregation after departure. See Appendix "C" for a sample exit interview and an appropriate list of questions that could be raised.

5. Discuss possibilities for Interim Ministry (See Section 3).

6. Discuss selection of call committee (See Section 4).

7. Plan for completion of Congregational profile (See Appendix "G").

8. Plan for completion of Congregation profile on Leadership Needs (See Appendix "G").

9. Schedule the next meeting when the Bishop can return to present candidates.

10. Adjournment.

SECTION 3

MINISTRY DURING THE PASTORAL VACANCY

3.01 The bishop of the synod is responsible, along with the congregational 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 congregational council, will appoint an interim pastor during the congregation's pastoral vacancy. Normally, 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. Appendix "E" provides a worksheet 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 CONGREGATIONAL COUNCIL should refer to the synod's current "Compensation Guidelines for **Interim pastors**" in setting the terms of compensation (See Appendix "E").

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 PROGRESS REPORTS

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

3.07 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 as 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.

3.08 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 "E").

SECTION 4

4.01 APPOINTMENT OF THE CALL COMMITTEE

The call committee is extremely important in the selection of a new pastor. The call committee may be the congregation or parish council, may be appointed by the congregational or parish council, or elected by the congregation or parish in accordance with the congregational constitution.

4.02 PURPOSE OF THE CALL COMMITTEE

This committee, seeking God's will through prayer, receives and reviews mobility information on all potential candidates. They prioritize such lists and organize interview sessions with the preferred candidate inviting the whole congregation to participate. They recommend the choice of candidate to the congregation for call. They prepare an appropriate compensation package to be recommended to the congregation.

4.03 MAKE-UP OF THE CALL COMMITTEE

If it is not the congregational or parish 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 congregational 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 congregational 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 CANDIDATES ELIGIBLE TO RECEIVE A CALL

All approved ordained ministers in the ELCIC AND ELA are eligible for a call with the exception of an interim or a supply pastor in the congregation he or she is serving.

4.06 CONGREGATIONAL COUNCIL AND/OR CALL COMMITTEE CONDUCT THE CONGREGATION PROFILE STUDY

4.07 **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 G. Part 1). Members may be asked to have the congregation complete The Leadership needs Profile Form (See Appendix "G" part II) information gained would be used by the bishop to help match candidate and congregation, and by the call committee in interviewing candidates.

4.08 RESULTS OF THE CONGREGATIONAL PROFILE STUDY

The Congregational Profile Study should be completed and copies are to be retained by the call committee and copies forwarded to the Bishop's Office. It is expected that a copy of the completed Congregational profile Study will be made available to candidates invited to interview with the congregation. The chair of the call committee may want to forward such information to a prospective candidate before attending the interview.

4.09 SUBMISSION OF NAMES OF POSSIBLE CANDIDATES FOR PASTOR

Before the second meeting with the bishop 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 "H"). The Council Chair then will share those names with the bishop for consideration before the second meeting.

SECTION 5

SECOND MEETING: CALL COMMITTEE AND BISHOP

- Opening Prayer
- Review of the procedure for receiving and processing candidates using the mobility form material provided by the Bishop.
- Bishop presents mobility information on specific candidates. Those candidates may include ones suggested to the bishop by the congregation, candidates who have expressed a desire to be considered, and ones whom the Bishop feels might serve well in the particular situation.

- Time to read through the mobility form information followed by general discussion.
- A prioritizing exercise to determine the reactions and assessments of the call committee to the candidates under consideration.
- Plan an interview session with the preferred candidates open to all members of the congregation.

SECTION 6

THE CALL COMMITTEE GOES TO WORK

6.01 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 and congregation. It is recommended that this initial interview take place at the site of the calling congregation. *It is recommended that, where possible, the interview should be arranged for a weekday or evening. Sundays could be problematic for pastors with continuing duties under their present call. The interview should include: a brief worship conducted by the candidate (including a short sermon); a time for the candidate to introduce himself/herself to the congregation; some opportunity for questions; a social time; and a more private interview with the call committee only. 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. Expenses of the candidate, including overnight accommodations and travel where indicated, should be paid by the congregation.

6.02 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.

6.03 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 "I").

6.04 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.

6.05 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 Appendix “P”).

6.06 If the call committee should decide that it is no longer interested in recommending a candidate for call, the chair of the call committee notifies the candidate and bishop immediately.

6.07 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.

6.08 This process may be followed with each of the candidates selected for interview until one candidate is decided upon as the PRIMARY CANDIDATE by a 2/3 majority vote of the Call Committee. Until a primary candidate is chosen, candidates and call committees may be talking with others.

SECTION 7

THE PRIMARY CANDIDATE IS RECOMMENDED FOR CALL

7.01 THE CALL COMMITTEE FINALIZES ARRANGEMENTS WITH THE CANDIDATE

7.01.1.1 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 “J” should be discussed in detail. Moving details may be discussed at this time as well. (Note: the congregation is responsible for all moving expenses).

7.01.1.2 Details for the “Letter of Call” and “Memorandum of Compensation” are forwarded to the synod office for processing.

7.01.1.3 A congregational meeting is called according to the congregational constitution with time and date communicated to the synod office.

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 congregational chairperson conducts the meeting. (Sample agenda: Appendix "K"). 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 majority.

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, and forwarded as outlined in item 6 Appendix 'K". The chair of the congregational council should telephone the candidate to inform him/her of the congregation's decision. The bishop will sign the "Letter of Call" before the call meeting to help expedite the process. However, his signature assumes that no substantive changes will be made to the call document as agreed to.

7.02.3 If the congregation does not issue the call, the decision is communicated to the Bishop 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, in some cases "term" calls may be advisable. Such cases are the exception rather than the rule. Consultation with the Bishop is advised.

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 congregational 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, child care 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 either are experiencing a transition, whether joyful or grieving or a combination of both.

9.02 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 congregational 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.

9.03 THE INSTALLATION

903.1 A date and time for the installation should be established between the new pastor, the congregation and the Bishop's office. The 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. A letter of instruction will be sent out 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.

903.2 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.

REPORT OF EXAMINATION OF PAROCHIAL RECORDS

Appendix "A"

DATE _____

CONGREGATION _____ PASTOR _____

ADDRESS _____

CONGREGATIONAL SECRETARY _____

CONGREGATIONAL SECRETARY'S ADDRESS _____

CONFERENCE _____ DEAN _____

DATE BY WHICH THE EXAMINATION IS TO BE COMPLETED _____

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 participants 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

A. Baptized members

1) Number of baptized members reported to Synod on 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 _____

by transfer, etc. _____

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 _____

B. Confirmed Members

1) Number of confirmed members reported to Synod on December 31 _____

a. Confirmed members received since December 31:

By baptism _____

By confirmation _____

By transfer _____

By restoration _____

Total received _____

b. Confirmed members removed since December 31:

by death _____

by transfer _____

other losses _____

Total removed _____

2) Net Gain or Loss (subtract 'removed' from 'received') _____

3) Number of confirmed members currently on the rolls (subtract 2 from 2) _____

4) Number of confirmed members currently listed in the Church Register (by actual count)

5) Lines 3 and 4 should be the same.

Are they? Yes _____ No _____

c. Voting Members

1) Are voting members those who have communed, made a contribution of record, and participated

in the life and worship of the congregation: Yes _____ No _____

If no, how are voting members defined? Describe

2) Is there a list of voting members? Yes _____ No _____

3) Number of voting members _____

4. RECORD OF PASTORAL ACTS

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

Comments:

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

Comments:

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

Comments:

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

Comments:

E. Are Funeral Records complete? Yes _____ No _____

Comments:

- F. Are First Communion Records complete, if the congregation allows "first communion" before confirmation? Yes _____ No _____

Comments:

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. Describe the condition of these records:
- D. List the names in the Church Register for whom there are no addresses on the other side of this page, or indicate "none", if appropriate, below:
- E. Is there a record of baptized children, not confirmed, and their date of births: Yes _____
No _____

Describe:

6. MAILING LIST

- A. By what method are names and addresses of members recorded for mailing purposes?
- B. On mailing list, are members and non-members identified? Explain.
- C. Are there special instructions for mailing, and a mailing schedule for the parish? if so, indicate their location.

7. SICK AND SHUT-IN LIST

- A. By what method are these listed?
- B. Where are these records kept at the present time?
- c. Are they up to date? Yes _____ No _____

D. Is there a list of those who receive Holy Communion privately on a regular basis? Yes _____ No _____

If so, where is this kept?

E. Has the interim pastor been given this list of the sick and shut-ins? Yes _____ No _____

8. PROSPECT FILE

A. By what method are these prospects listed?

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

C. Are they up to date? Yes _____ No _____

COPY OF SERVICE OF FAREWELL AND GODSPEED

Appendix "B"

- Farewell and Godspeed is a public affirmation of the corporate nature of the baptismal faith for use when members leave a congregation.
- When set within the liturgy for Holy Communion, this order is used following either the Prayers (22) or the post-communion prayer (40).
- A representative of the congregation comes forward with those who are leaving the congregation and addresses, the assembly: _____ are leaving our congregation, and we wish to bid them farewell.
- 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.
- When appropriate, the following or a similar statement may be made by a representative of the congregation:

Pastor _____, on _____, 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.

A We encourage you to continue to receive and share God's gifts in

_____ as workers with us in the kingdom of God .

- The prayer is said.

A **Let us pray**

Eternal God, we thank you for _____-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.

C **Amen**

Stand

- The service continues with Peace (23) or the Benediction (42).

AN EXIT INTERVIEW

Appendix "C"

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 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 your 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 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 constitution, Article VII, Section 8 states:

- "No ordained minister shall 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 service by an interim pastor except by invitation of its Congregational Council."

COUNCIL WORKSHEET FOR INTERIM MINISTRY

Appendix "D"

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.

- What do you understand to be the needs of your congregation at this time?
- How do you see the interim pastor helping meet these needs?
- How much preaching do you expect the interim pastor to do?

Sundays	Time	Liturgy
Special Services	Time	Liturgy
Weekdays	Time	Liturgy

- Do you expect the interim pastor to do any teaching?

Catechetic	Time	Place
Bible Study	Time	Place
First Communion	Time	Place
Sunday Church school	Time	Place
Other_____	Time	Place

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

When and where do you meet?

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

Committee(s) **When and where?**

Staff **When and where?**

Other

- Do you expect the interim pastor to preside at baptisms? Weddings? Funerals?
- Do you expect the interim pastor to do counseling?

Baptismal_____Crisis_____Pre-Marital_____Other_____

- Do you expect the interim pastor to do visitation?

Home visits_____ **Hospital visits**_____ **Nursing Home visits**_____

Other (Describe)

- Do you expect the interim pastor to administer home communions?

How often? When? In whose homes?

- For what other duties would you expect the interim pastor to be responsible?
- Who are some people in the congregation who can visit with the interim pastor in #9 and #10 above?
- What are some concerns or issues that the interim pastor will need to know about and address?
- What are concerns or issues your synod office will need to address?
- Other comments.

COMPENSATION GUIDELINES FOR INTERIM PASTORS

Appendix "E"

1. For full-time or regular part-time interim ministry:

The regular synod salary guidelines, or a percentage thereof, are used to determine the appropriate compensation depending on the situation and expectations for either full-time or part-time service.

1. For limited interim pastoral ministry:

Your appointment provides you with the responsibility of a regularly called pastor. The details of your involvement in the life of the congregation should be established with the parish council. The guidelines for compensation (minimum) for your services are as follows:

Pulpit Supply - \$130 first service, \$60 for second service

Travel Mileage – 41 cents per km

Meetings - \$40 plus travel

Confirmation classes, other teaching events - \$40 per hour plus travel

Weddings/Funeral Services - \$125 plus travel

Other pastoral duties may include: administrative responsibilities; home, hospital or personal care home visitations; home or hospital communion; crisis calls; counseling, i.e. grief, premarital, personal crisis.

Remuneration for which will be determined by the pastor and parish council (suggested \$25 per hour plus travel).

Consideration should be made for compensation for travel time.

INTERIM PASTOR'S REPORT TO THE BISHOP AND STAFF

Appendix "F"

Name: _____

Congregation: _____

Date of report : _____

For month of : _____

- **Worship**

What is your view of the atmosphere at worship services?

How is attendance? Is it remaining the same? Dropping? Increasing?

- **Support**

Do you feel you are receiving support from the Council/others?

Anything the Synod Staff can do to assist you?

- **Satisfactions**

- **Concerns**

Any continuing concerns, comments regarding the previous pastor?

- **The Call/Call Process**

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

- **Stewardship**

How has the support of the budget been this month?

Please comment on anything else you feel we should know.

INSTRUCTIONS FOR DEVELOPING A CONGREGATIONAL PROFILE

Appendix "G"

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

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 II – LEADERSHIP NEEDS

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.

All items on the Leadership needs list are important. However, all cannot be of 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 of newsprint to tally participants' individual responses.

WHAT TO DO

- Establish a time and place when the group will meet to work on Part II (items 38 and 39) of the Congregational Profile.
- Distribute to each participant a copy of part II, Leadership Needs.
- 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 leave six leadership needs in the middle category.
- Allow ten to fifteen minutes for individuals working on their own to respond to the twenty-six selections.
- 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 10 Middle 5 Bottom 1

- 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.
- The concluding step, item 39, is to identify the six most important leadership needs relative to this staff position in light of the Congregational 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.

NOMINATIONS FORM

Appendix "H"

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 with 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 _____

SAMPLE QUESTIONS A CALL COMMITTEE MIGHT ASK A CANDIDATE

Appendix "I"

- Tell us about your faith.
- Tell us why you chose to become a pastor.
- Describe your preaching style. What things do you emphasize in your preaching?
- What is your concept of Stewardship? Evangelism? Social Ministry?
- How do you view the role of church committees?
- How do you feel about pastoral visiting? Crisis visiting?
- What are your feelings about inclusivity as it refers to the congregational council? How about in the congregation?
- What are your thoughts on Learning Ministry?
- How would you help us involve our young people in the church activities?
- What do you think about fundraising activities?
- What do you expect from the congregational council?
- Do you see the role of your spouse in the congregation as being the same as other lay members or different?
- What do you expect from laypeople? How can the laity help in our ministry?
- What do you feel are the major emphasis of your ministry? Your top 5 skills.
- What things do you not like to do?
- Tell us how you feel about confirmation ministry?
- Are you interested in adult education? How about during the week?
- Tell us about your worship style. Are you interested in experimenting with different services?
- How do you see your role in relation to the congregational council?

- What are your thoughts on communion practices? (Frequency, type, age of first communion, home communions, etc.)
- How do you feel a pastor can best present a good image for the church in the community?
- What have been your three most satisfying achievements in the ministry during the last year?
- 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

Appendix "I"

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 congregation's 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 counseling? 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?

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 pastor, according to the following terms:

ELCIC 6/96

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) Participate in the Health and Dental Plan of the Evangelical Lutheran Church Canada;
- (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:

- (10) Contribute to the Health and Dental Plan of the Evangelical Lutheran Church in Canada

in accordance with synodical guidelines.

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 _____

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 Manitoba/Northwestern Ontario Synod .

EVANGELICAL LUTHERAN CHURCH IN CANADA

Memorandum of Compensation, Professional Expenses, and Benefits for 2007

Related to the Call of the Rev _____

by _____

Compensation

a) Base Salary

\$ _____

b) Housing Allowance (if no parsonage)

\$ _____

c) Other (Housing Equity)

\$ _____

Total Compensation:

\$ _____

Professional Expenses

a) Car Allowance: 50 cents per km for the first 5,000 km and 44 cents for all remainder or:

\$ _____

b) Continuing Education

\$ _____

c) Books, journals, publications

\$ _____

d) Other

\$ _____

Benefits (Employer's Share)

a) ELCIC Pension and Benefits Plan 14% of "salary" Pension Base

\$ _____

b) ELCIC Health and Dental Plan (minimum of 50% of premiums)

\$ _____

c) Government Pension Plan (CPP/QPP)

\$ _____

d) Unemployment Insurance

\$ _____

e) Other
\$ _____

f) Other
\$ _____

g) Vacation of _____ per year, including _____ Sundays and provide for pulpit supply during your absence. Every fifth year of ordination – five weeks, then reverting back to four. After 20 years of ordination – five weeks.

h) Maternity leave, for clergywomen, provided in accordance with the Unemployment Insurance Commission.

Two Weeks Study Leave including two Sundays.

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 Unemployment 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 _____

CONGREGATIONAL CALL MEETING

1. OPENING PRAYER: Almighty God, giver of all good gifts: Look on your Church with grace and guide the minds of those who shall choose a pastor for this parish, that it may receive a faithful servant who will care for your people and equip them for their ministries; through Jesus Christ our Lord. AMEN.

2. Establishment of a quorum.

3. Presentation of Pastor _____ by a member of the congregational council.

4. Vote by ballot on the motion:

"That _____ be called as pastor to

(Two thirds of the votes cast in each congregation shall be required for election.)

5. Approval of the terms of call.

(A simple majority is required. A written ballot is not necessary. Sick leave is included in the terms of call.)

6. The Parish Council officers sign the call documents. The original and four copies are to be signed with the seal

of the congregation affixed to the original, and distributed as follows:

- a) Original sent to Pastor _____ by XpressPost.
- b) One copy for the parish/congregation.
- c) One copy for the Manitoba/Northwestern Ontario Synod.

7. Adjournment with prayer.

CLOSING PRAYER: Almighty God, through your Son, Jesus Christ you gave the holy apostles many gifts and commanded them to feed your flock. Inspire all pastors to preach your Word diligently and your people to receive it willingly, that finally we may receive the crown of eternal glory; through Jesus Christ our Lord. AMEN.

MINIMUM SALARY GUIDELINES FOR 2005 AND 2006

A. SALARY

The starting salary is based on the assumption that the recipient has completed seven years of post secondary education. Guidelines are to be considered the minimum commensurate with the training and responsibilities of pastors called to the Holy Ministry. Congregations and employing agencies are encouraged to set salaries above the guidelines according to the pastor's experience and effectiveness in ministry.

For 2005 and 2006 the salary scale provides uniform 2% cost of living increases over the previous year at each step for both years.

<u>Years of experience</u>	<u>2007</u>	<u>2008</u>
-----------------------------------	--------------------	--------------------

0	29,290	30,170
1	29,870	30,770
2	30,460	31,370
3	31,040	31,980
4	31,620	32,570
5	32,210	33,170
6	32,800	33,780
7	33,380	34,380
8	33,970	34,990
9	34,550	35,580
10	35,140	36,190
11	35,730	36,800
12	36,310	37,400
13	36,900	38,000
14	37,480	38,610
15	38,070	39,210

Congregations with pastors having over 15 years of service should provide a 2% cost of living increase and are encouraged to provide an increment for each additional year of experience.

Congregations are encouraged to acknowledge relevant prior experience and other expertise brought to the position by the pastor. This acknowledgement may be effected by initial placement on the salary grid and/or by the speed at which the pastor is moved through the grid.

B. ALLOWANCES 2007 2008

Housing Allowance: 10,400* 10,400*

or parsonage plus 1,350 1,350

*(If in your community the above housing allowance is not adequate to cover proper housing facilities, a fair amount should be negotiated.)

Book Allowance (for personal/professional use) 425 425

Health and Dental – Participation in the ELCIC plan

Continuing Education 425 425

(Pastor agrees to pay \$225 in 2007 and 2008 for a total of \$675)

-

C. REIMBURSED EXPENSES FOR CAR USE – The most recent

Canada Revenue Agency Guidelines.

D. PENSIONS + GROUP BENEFITS

1. Church Pension Fund:

For clergy where accommodations are provided:

Base Earnings

+ 30% of Base Earnings

+ Housing Equity Allowance

= Pension Base

For clergy where no accommodations are provided:

Base Earnings

+ Housing Allowance Paid

= Pension Base

Member Contribution: 5% of "salary" Pension Base

Employer Contribution: 11% of "salary" Pension Base

3% of "salary" Group Benefits Base

2. Canada Pension Plan and Employment Insurance as required by law

- **VACATION** - Four weeks per year. Every fifth anniversary of ordination five weeks, then reverting to four weeks. After 20 years service from year of ordination, five weeks each year following. One week of vacation may be carried over to the following year.
- **CONTINUING EDUCATION** - Two weeks including two Sundays. Study leave can be accumulated to twelve weeks if there is prior congregational council approval.
- **PULPIT SUPPLY** - \$130 for first service, \$60 for second and mileage as per the most recent Canada Revenue Agency Guidelines.

H. **SABBATICAL** : Contact Synod Office for Guidelines.

RECOMMENDED SALARIES FOR DEACONESSES

- Minimum salary guidelines for pastors including years of experience.
- Multiply by 1.30 the appropriate base salary to equal base and housing.
- For a person with a B.A. - 80% of the above figure.
- For a person with an M.A. - 90% of the above figure.
- Congregations should provide a lay housing equalization premium for deaconesses/diaconal ministers to equal the of clergy housing allowance.