

## **GUIDELINES FOR CALL PROCESS FOR STAFF MINISTRIES**

When a congregation has decided to call a second (or third) pastor, the following procedures is recommended:

1. **Approval of Position**

Approval for adding staff is given at a congregational meeting by at least two-thirds majority.

2. **Adoption of Guidelines**

The council adopts the "Guidelines for Pastors in Staff Positions".

3. **Position Description**

The senior pastor, in consultation with the congregational council executive, develops a position description for each position, including the anticipated results of adding staff.

4. **Candidates**

The bishop, after consultation with the senior pastor, presents candidates for consideration to the Search Committee or the Congregational Council.

Documentation on the candidates is shared, providing biographical information, congregations served, pastoral specialties, present salary, and education.

5. **One candidate is elected by the Church Council.**

By means of a preferential ballot, one pastor is chosen to –

- a) visit the congregation to explore a call, or
- b) be presented to the congregation for call.

Councils usually choose to invite the candidate to visit prior to the congregational call meeting, especially if the parish has had no previous contact with the pastor under consideration.

6. **A Pre-call Visit is arranged**

The candidate meets with the senior pastor and the council to discuss expectations of the congregation and the terms of the call. This visit is normally scheduled on a week day, and not on a Sunday.

7. **A Call Meeting is held**

After the candidate has visited the parish (if this has happened) the council decides by at least a two-thirds majority, to present the pastor to the congregation for call. The congregation(s) vote and again a two-thirds majority is required to elect. At this meeting the terms of the call (financial arrangements) are decided, and the call document provided by the Synod, is signed.

8. **The Call is accepted.**

The elected pastor has 30 days to respond to the call. As soon as she/he receives the call, a letter of acknowledgment is sent and the date when the call will be accepted or declined is indicated. Copies of all correspondence between pastor and congregation are sent to the Bishop.

9. **The new pastor is installed.**

As soon as the call is accepted, and the date when the new ministry begins has been determined, the Bishop plans the service of installation with the congregation and pastor. This service is scheduled as close to the pastor's arrival in the parish as possible.