



Evangelical Lutheran Church in America

God's work. Our hands.



“A Spirit Led Time of Renewal”

South Carolina Synod

Call Process Manual

The Seal of the South Carolina Synod



The seal of this synod is encircled with a Latin inscription, whose translation is "the sword of the Spirit is the Word of God," Ephesians 6:17, and "be wise and harmless," Matthew 10:16. The center of the seal contains a figure of a dove, the symbol of peace. An olive branch is suspended from the mouth of the dove and overlays an open Bible, which carries the word "PAX." Beneath the bible is the figure of a serpent signifying that the archenemy of God and creation is overcome. Luther's coat of arms,* in miniature, completes the symbolism of the seal. The outer edge contains the wording "South Carolina Synod - Evangelical Lutheran Church of America."

Luther's Coat of Arms



A cross on a heart, resting on the center of the Messianic Rose and surrounded by a circle to symbolize eternity, was adopted by Luther as his own Coat of Arms and as an expression of trust in God.

"The Christian's heart is
resting on roses
E'en while beneath the cross
it reposes."

The colors are gold for the circle; the outlines of the petals, red; the background for the rose, a heavenly blue; the heart, red, and the cross, black.

Reformation Day is October 31.

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Dear Congregational Leaders:

The Scriptures abound with God stories of how the Holy Spirit is at work calling leaders into positions of responsibility and trust. You are now involved in a time of trusting the will of God for your congregation as you begin this period of prayerful discernment. There is no reason to be in a hurry because God is with you and the Congregation during this time of leadership transition. God is with you healing old wounds, guiding and renewing you towards a new future of witness and service in Christ's name.

This Call Process Manual represents our best wisdom in how we as a Synod can work together faithfully with Congregations, Councils and Call Committees to assist you in finding and Calling the right person to be your next pastor.

The Staff and I believe strongly that this is indeed a *Spirit Led Time of Renewal*. We will share our time and energy with you from the very beginning of this process because we are thankful to be in partnership with you in Ministry and Mission. We will pray for you and for the guidance of the Holy Spirit in this Call Process. If you have any questions, please feel free to give us a call.

May God Bless you in this *Spirit Led Time of Renewal*.

Faithfully,

A handwritten signature in black ink, reading "Herman R. Yoos, III". The signature is written in a cursive, flowing style.

The Rev. Dr. Herman R. Yoos, III
Bishop

FREQUENTLY ASKED QUESTIONS ABOUT THE CALL PROCESS

How long will it take to find a pastor?

Every Call Process varies in length. It will normally take between 6 months and 1 year, but some last longer. The length of the process depends on the number of candidates interviewed, the time call committee and candidates have available for conversation, and the needs of the congregation for grieving and preparation for the next pastor.

What will the congregation do during this time of transition regarding pastoral leadership?

In a pastoral vacancy, the Office of Bishop, in consultation with the congregation council, will appoint an Interim Pastor who will, at a *minimum*, lead worship/preach (or arrange for this leadership) weekly, meet with the Council each month, and provide emergency pastoral care. The responsibilities of the Interim Pastor will vary and may range from a few hours a week to full-time, depending on the availability of the Interim Pastor and the needs of the Congregation. A letter of agreement is signed between the council and the Pastor that explains exactly what the Interim Pastor will be doing during this time. Sample agreements are available from the Bishop's Office.

What are the sources of names provided by the Office of Bishop to the Call Committee?

The names of the candidates come from a variety of places, including:

- Pastors from South Carolina Synod asking to be available for conversation with Call Committees and having submitted their Rostered Leader Profile.
- Pastors from other synods who have asked that their Rostered Leader Profile be shared with congregations in South Carolina. Please note that Candidates from outside South Carolina must be given clearance by their Synodical Bishop to our bishop before they can be considered for an interview.
- Pastors identified by the Bishop and Bishop's staff as particularly suited for a congregation.
- Recent seminary graduates awaiting their first Call.
- Pastors suggested by members of the Congregation can also be shared with our office to look into as potential candidates.

Will there be Pastors willing to talk with our Call Committee?

The answer is almost always "yes." In highly specialized situations or in part time ministry opportunities there may be fewer candidates to consider; however, in general, the Holy Spirit is able to bring gifts and needs together.

Should we follow compensation guidelines?

Yes, if at all possible. While not every congregation is able to reach or exceed the recommended figures, the guidelines serve as benchmarks to guide congregations and candidates in helpful conversation regarding what is fair and adequate. Please keep in mind that our Minimum Compensation Guidelines are for First Call and do not take into account years of experience which some Pastors bring. If compensation is far below guidelines, fewer candidates may be able to consider the Call to a particular congregation - a part-time Call should be explored.

Can we invite the candidates to preach in our congregation on a Sunday morning?

No, we do not suggest that candidates be invited to preach in a congregation where they are being considered. If a candidate preaches in a congregation, the entire congregation becomes involved in the overall process and members are put in the position of deciding on that person's merit on the basis of worship leadership and one sermon alone, which is only one of many elements of pastoral ministry. The effect is to displace the careful, prayerful discernment of the Call Committee. Call committees should travel to the Pastor's congregation or to a neutral site to hear him or her preach.

Should spouses of call committee members travel and visit with the call committee?

No. It is better for the call committee to travel and interview without spouses since spouses have not been selected to participate in the call process. Committee members need the freedom to interact with complete confidentiality as those chosen to represent the congregation.

Should there be alternate members of the Call Committee?

We do not recommend alternate members; however, if alternates are elected or appointed, they should attend all meetings of the call committee and have voice, but should not vote unless a regular member of the committee finds it necessary to relinquish his or her position.

What if we have additional questions?

If at any time during the call process you have questions, concerns, or ideas, please feel free to communicate with the member of the Bishop's Staff that is coordinating the Call Process with your congregation

CALL PROCESS SUMMARY

We believe the call process for any congregation is a "Spirit-led time of renewal." It is our general custom to set an initial meeting between the Congregational Council and the Bishop or one of the Assistants to the Bishop to review the steps of the Call Process. At that time a copy of the South Carolina Synod Call Process Manual, *A Spirit Led Time of Renewal*, will be given to your Congregational Council. This Manual should be passed on to the Chair of your Call Committee once he or she is named. (Note: most of these steps also pertain to calling a lay Rostered leader.)

Step 1. A Rostered leader always consults with the Bishop and turns in updated mobility paperwork before engaging in a Call process with another congregation.

Step 2. When a Rostered leader accepts a new Call he or she submits a letter of resignation to the Congregational Council at a called Council Meeting; The Letter of Resignation is copied and distributed to the Bishop's office and to the Congregation along with a letter of acceptance from Council including any plans being made for a farewell event if those are known.

Step 3. Pastor and Council complete any obligations to one another (parochial records updated and certified to synod; any financial obligations between Rostered leader and congregation).

Step 4. An exit interview for the Rostered Leader led by Congregational Leaders may be helpful.

Step 5. Farewell event and clarification of expectations.

Step 6. The Office of Bishop conducts a Congregational Council visit, including setting a date for the "Congregational Event."

Step 7. The Congregational Council works with Bishop's office for selection of Interim Pastor.

Step 8. The Call Committee is established according to constitutional provision 13.05.

Step 9. The Office of the Bishop provides leadership for a "Spirit-led Time of Renewal Congregational Event."

Step 10. The Call Committee develops and submits to the Bishop's office a "Ministry Site Profile" and a compilation of the data collected at the Congregational Event. The Ministry Site Profile (MSP) can be accessed online at www.elca.org/call click on MSP and follow instructions for completion. If you have questions about the form please feel free to call the Synod Office for assistance.

Step 11. The Office of the Bishop enters into a time of intentional prayer and discernment to find and determine potential candidates to offer your Call Committee for interviews.

Step 12. The Office of the Bishop meets with the Call Committee; Committee may receive names of candidates and begin the interview process.

Step 13. The Call Committee interviews candidates, remains in contact with the Bishop's Office and ultimately recommends a pastor to the Council; The Council interviews and recommends the Candidate to the Congregation and sets a Congregational meeting date.

Step 14. Congregation votes to extend a call to this pastor, and on a second ballot votes on the compensation package; The Candidate accepts call and notifies congregation and the Office of the Bishop of their start date.

Step 15. The new Pastor is installed by a representative of the Office of Bishop on an agreed upon Sunday.

STEPS IN THE CALL PROCESS

Step 1: Pastor Consultation with Bishop

In accordance with the Synod constitution (S14.13a), except in the event of the death of the pastor, the Call of a Congregation shall be terminated only following consultation with the Synodical Bishop. Such consultation should include the anticipated date of resignation.

Step 2: Congregation Council accepts the Pastor's Letter of Resignation

When a Pastor resigns, the Congregation Council shall receive the letter of resignation at a called meeting of the Council; copy and distribute it to the congregation along with the Council's letter announcing the date of departure and any plans for a farewell event. The Council should also immediately notify the Bishop of this Synod (S.13.11). The date of departure should also be reflected in the minutes of the Congregation Council.

(a) Inform the Congregation.

The Congregation Council shall promptly inform all members of the congregation of the Pastor's resignation. The Announcement should be made orally and in writing. An appropriate action would be a letter to all members of the congregation, which states:

- 1.) that the Congregation Council has accepted the Pastor's letter of resignation;
- 2.) the last date the Pastor will serve the congregation;
- 3.) expressions of gratitude to the Pastor and family;
- 4.) a copy of the Pastor's letter of resignation;
- 5.) a copy of: "Ethics...A Sensitive Matter." (See Appendix 1)

(b) Congregation Council reports the vacancy to the Bishop of the Synod

The Congregation Council shall immediately contact the Bishop of the South Carolina Synod to:

- 1.) officially communicate the Pastor's resignation;
- 2.) include the effective date of the resignation and the date of the last service;
- 3.) deliver copies of the Pastor's letter of resignation and the Congregation Council's letter to the congregation.

(c) Contact from the Office of the Bishop

The Office of the Bishop will be available for assistance and support which will include conversations about how to arrange for Supply Pastors to preach/lead worship, potential Interim Pastors, and setting a date for a meeting between the Church Council and the Bishop or one of the Assistants to the Bishop..

Step 3: Congregation Council, Pastor and Congregation Council Secretary complete all obligations

(a) Receive the Parochial Records.

According to the Synod Constitution: The Pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to this synod (S.14.03).

Upon the Pastor's departure, the Congregation Council Secretary will meet with the departing Pastor to review and receive these records. The parochial records of each congregation shall be kept in a separate book, which shall remain its property. The Secretary of the Congregation shall attest to the Bishop of this Synod that such records have been placed in his or her hands in good order by a departing Pastor before:

- 1.) installation in another field of labor, or
- 2.) the issuance of a certificate of dismissal or transfer (S14.15) contains a form which may be used to conduct the audit of the congregation's parochial records. (See **Appendix 2**). This form may also be used for an annual audit of the Congregation's parochial records.

(b) Settle financial accounts with the resigning Pastor.

A Congregation under financial obligation to its former Pastor shall make satisfactory settlement of the obligation before calling a successor (S13.12). Such financial obligations may include loans on housing, grants, vacation, etc.

In the same manner, any financial obligations of the Pastor to the Congregation shall also be satisfied.

In the event a satisfactory settlement cannot be achieved in either case, the Office of the Bishop shall be called to mediate.

Step 4: Conduct exit interview with Resigning Pastor

When a Pastor accepts a Call to another field of service or retires, the Pastor or Congregation may desire an exit interview. An exit interview is an intentional conversation between the resigning Pastor and the Congregation Council or Mutual Ministry Committee **(See Appendix 3)**. This interview may be conducted by the Bishop or a representative of the Bishop; it may take place with the Congregation Council or Mutual Ministry Committee. The purposes of the interview are:

- (a) to evaluate the ministry;**
- (b) identify areas of potential growth for Pastor and Congregation;**
- (c) celebrate the ministry;**
- (d) clarify the relationship the departing Pastor will have with the congregation.**

The Synod constitution states the following: Ordained ministers shall respect the integrity of the ministry of Congregations they do not serve and shall not exercise ministerial functions therein unless invited to do so by the Pastor, or if there is no duly Called Pastor, then by the Interim Pastor in consultation with the Congregation Council. (S14.14)

Step 5: Plan Farewell Event; Clarify New Relationship with departing Pastor

The Congregation Council should plan appropriate expressions of appreciation for the resigning Pastor and his/her family. This thanking and honoring may take several forms such as

- (a) a service** and/or reception which may include invitations to fellow pastors and community leaders,
- (b) a seated dinner, or an informal dinner,**
- (c) a farewell gift.**
- (d) A special committee should be appointed** to recommend the type of event and to coordinate all congregational expressions of appreciation.

After the pastor departs, a reminder should be occasionally inserted in the worship bulletin or parish newsletter similar to this: *"While Pastor Smith is still a Pastor he/she is no longer our Pastor. We love and cherish the friendship we have had, but we should not ask for further Pastoral services such as counseling, baptisms, funerals and weddings."*

Step 6: Office of the Bishop meets with Council; Congregational Event is set.

After the departure of the Pastor the Church Council and the Office of the Bishop will set a date to meet to discuss the Call Process. At this time the Call Process Manual will be given to Council. It should be passed along to the Call Committee Chair once he or she is named. A date for the Congregational event can also be set at this time.

Step 7: Appoint an Interim Pastor

The Bishop is responsible, along with the Congregation Council, for the maintenance of pastoral oversight of the Congregation in the Interim. In order to fulfill this responsibility, the Bishop is authorized to appoint an Interim Pastor during the congregation's pastoral vacancy. The Bishop consults with the Congregation Council about the appointment of the Interim Pastor. The Interim Pastor, a Pastor of the ELCA, may be a retired Pastor, a Pastor in specialized ministry, or a neighboring Pastor. Models of Contracts between Congregations and Interim Pastors is available through the Synod Office.

During service to a congregation:

- (a) an Interim Pastor will have the same rights and duties in the congregation of regularly called pastor;
- (b) an Interim Pastor may delegate the same in part to a Supply Pastor with the consent of the Bishop of this Synod;
- (c) an Interim Pastor, and any ordained minister who may assist, will refrain from exerting influence in the selection of a Pastor;
- (d) an Interim Pastor should communicate monthly with the Church Council (See Appendix 5) and regularly with Office of the Bishop (Synod Office) (See Appendix 6) as to how the congregation is doing coming to terms with letting go of the past, appreciating current ministries and developing new ones, cultivating new lay leaders, and anticipating the future (i.e., frustrated, excited, optimistic, pessimistic, encouraged, discouraged).

Upon completion of service an Interim Pastor shall certify to the Bishop of this Synod that the parochial records, for the period for which he/she was responsible, are in order. (S14.17). Expanded guidelines for the relationship between the Congregation and the Interim Pastor are listed in (See Appendix 4).

Step 8: Establish a Call Committee

(a) Purpose of the Call Committee.

The Call Committee, seeking God's will through prayer, interviews, and visits will recommend a Candidate to the Congregation Council for recommendation to the Congregation. It is important for all who are connected with the process of Calling a Pastor to remember that this is an intensely spiritual experience. As Lutherans we believe that the Holy Spirit illumines and guides the Church, as we are called, through prayer and reflection, to seek God's will in all matters, and certainly in the calling of a new Pastor. Therefore, this matter should be approached with much prayer and spiritual discernment.

(b) Make-up of the Call Committee.

When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected by the Congregation Council or by the Congregation. (C 13.05) The election procedure for this process shall be determined by the Congregation's constitution. The work of the Call Committee is completed upon Installation of a newly Called Pastor (C 13.05). The appointment of a Call Committee will enable the Congregation Council to administer its normal duties and conduct the business of the congregation.

In order to best serve the needs of the Congregation, the committee should be a cross section of the Congregation. Persons named to this committee should be active members who commune and contribute regularly and who are trusted by the Congregation to make sound decisions. Members of the Call Committee are expected to be faithful in their tasks, present at all meetings, and able to maintain appropriate levels of confidentiality, discernment and maturity. It is recommended that a Chair of the Call Committee be named to lead the meetings and a Secretary be designated to record the actions of the committee. The secretary may be appointed by the Congregation Council or elected by the committee membership. The Congregation Council will report the Call Committee's membership to the Bishop providing names, addresses, and telephone numbers of committee members, the chair and secretary. *(See Appendix 8)*

(c) Announcement of Members.

The names of the Call Committee members should be published in the bulletin and newsletter. It is appropriate to request prayers and support on the Call Committee's behalf.

(d) Installation of Call Committee

The Call Committee may be installed *(See Appendix 7)*

(e) Expenses.

Authorized expenses of the Call Committee should be borne by the Congregation.

Step 9: “Spirit Led Time of Renewal Congregational Event”

The Purpose of this Congregational Event is for the Office of the Bishop and members of the Congregation to have the opportunity to gather with one another to discuss the Call Process and to discover together how God is at work in this Congregation during this Spirit Led Time of Renewal. The date for this Congregational Event is set between the Church Council and the Office of the Bishop. The information shared and collected at this Congregational Event should be collated and distributed to the Office of the Bishop and should be shared publically with the members of the Congregation through the newsletter or regular form of communication. This information becomes part of your Congregational Mission Site Profile and can be shared with potential Candidates who interview with your Call Committee.

Step 10: Ministry Site Profile

When considering the calling of a new Pastor, the Congregation should know its challenges and opportunities for mission and ministry so that the gifts of the Pastor meet the needs of the Congregation. The Ministry Site Profile provides the opportunity for the congregation to identify ministry priorities and leadership skills within the congregation. A similar inventory is used by Pastors to assess their own leadership gifts .

In addition to the information gathered during the Congregational Event the Call Committee or Church Council is asked to complete the Ministry Site Profile (MSP) which can be accessed online at www.elca.org/call. Click on MSP and follow the online instructions for completion. Once completed, a copy should be downloaded and printed for your congregational records. Once you lock and submit your MSP, the ELCA will inform the Synod Office so that we also can verify your information and have a copy of your Ministry Site Profile to work with in securing potential Candidates to interview.

If you have any questions please feel free to give our office a call for assistance with this. For your convenience we have included a paper copy of the Ministry Site Profile so you can see what it will ask, (See Appendix 9). We do, however, ask that you file your MSP online so that it can be managed more easily with our other Ministry Site Profiles.

Step 11: Time of Intentional Prayer and Discernment

The Office of the Bishop uses this time to be in intentional prayer for your congregation, your Call Committee and the Rostered Leaders who are in mobility. It is our hope and prayer that we will be led to the best Candidates to offer to your Call Committee for interviews. We also use this time to talk with potential Candidates and to discern together which names to give your Call Committee. We encourage your Congregation, Council and Call Committee to join us in regular prayer during this time.

Step 12: The Office of the Bishop meets with the Call Committee

The chair of the Call Committee should telephone the Synod Office (803-765-0590) to schedule an appointment for the Committee to meet with the Bishop or the Assistant who is working directly with your Congregation. The agenda for this meeting will cover the topics listed below.

(a) Review of the Ministry Site Profile.

Results of the Ministry Site Profile will have been received by the Congregation Council, the Call Committee, and the Office of Bishop. These results may be used, as a beginning point to discuss the abilities, talents, expertise and personal characteristics needed in the future Pastor.

(b) Clarification of the Call Process: confidentiality is essential.

Any questions about the Call Process can be discussed at this time. Everyone involved must agree to confidentiality; this is critical. The ministry of a Pastor may be placed in jeopardy or division may be created within a Congregation if news of the consideration of a candidate is prematurely divulged. Conversations during the Call Process should be confined within the official meetings of the Call Committee. Also, in order to protect the candor of the Bishop in discussing possible candidates, strictest confidence of the information is required.

(c) Names and Mobility Paperwork of candidates given to Call Committee.

The Office of the Bishop will give names of prospective candidates as they are available to the Call Committee with the expectation that the committee will give full consideration to these names and set appointments for interviews. Any other names the Call Committee considers shall be cleared with the Bishop. This is required for all candidates in the South Carolina Synod or any other Synod. Initial Contact with any Candidate is made *first* by the Office of the Bishop. Normally no more than three names at one time will be given to a Call Committee.

(d) Candidate List.

After the Call Committee and the Office of the Bishop have developed a list of possible candidates the following should be adhered to:

- 1) The Committee should limit its contacts to the names on the list;
- 2) If the Committee desires to add other names to its list, it shall do so only after returning a name and consulting with the Bishop or the Assistant working with them;
- 3) If the Committee returns a name after Interviewing a Candidate they should complete an Interview Evaluation Form (See Appendix 12) and return this to the Office of the Bishop as feedback on the interview.

- 4) Contacts with an out-of-synod candidate should be made only after the Bishop has obtained clearance from the Bishop of that Synod and has made the first contact with the Candidate;
- 5) The Call Committee should not openly solicit names of potential candidates from the congregation, however we realize that it is very natural for Congregational Members to generate and share potential names with the Call Committee. Should a name from a Congregation source be of interest to the Call Committee, this name should be shared with the Bishop's office and approval secured before any contact is made (Contact of potential candidates should not be made by members of the congregation who are not serving on the Call Committee, and should not be made by the Call Committee until the Bishop or one of the Assistants has made the first contact.);
- 6) In the case of First Call Candidates the Office of the Bishop will give only one name at a time and the Call Committee is asked to interview and consider this Candidate only. Should the Call Committee determine that this Candidate is not the best match for their congregation they will turn the name back in to the Office of the Bishop before receiving and interviewing other Candidates. If at a later date the Call Committee determines that they would like to interview this Candidate again they will talk directly with the Office of the Bishop to see if that Candidate is still available for interviews.
- 7) For mission churches, each proposed candidate must have the approval of the ELCA Division for Outreach;
- 8) Certain specialized ministries will also need approval from ELCA units for prospective pastoral candidates.

The work and activities of the Call Committee needs to be confidential at all times. Committee meetings (nor interviews) are not open to those who are not on the Call Committee.

(a) Communication by the Call Committee to the Congregation.

Even though names of candidates remain confidential, the Call Committee would be well served to report in general terms its activity so that the Congregation is aware that the Committee is hard at work. The Committee should also ask for the prayers of the entire Congregation during the Call Process.

(b) Initial Contact with Candidates.

The Call Committee will make contact with potential Candidates after received the name from the Office of the Bishop. The Committee makes its own investigation into the suitability of any candidate through interviews and visits.

Actions which may be taken are as follows:

- 1) Committee members may visit a Candidate where he/she is presently serving and confer with the Candidate relative to his/her openness in considering a new call.
- 2) The Committee may request a tape, CD or DVD, of the Pastor conducting worship and preaching a sermon, if there are restrictions for making a personal visit.
- 3) After initial contact with a Candidate, regular and frequent follow up communication shall be made by the Committee chair. This communication may be for the purpose of maintaining contact, for the purpose of interviewing the Candidate or any other sharing of information. These contacts carry with them accountability for continuing communication. When the relationship comes to an end, it is most important for the Candidate and the Office of the Bishop to know. The completed evaluation form should be done by the Call Committee and turned into the Office of the Bishop. (See Appendix 12)

(c) Interviewing and Maintaining Contact with Candidates.

After the initial contact, the Candidate Pastor and Call Committee are each free to exercise initiative in conducting direct and appropriate communication.

The Call Committee, if interested in a Candidate, may desire to have an interview with the candidate. If the pastor agrees to an interview, a packet of additional information about the Congregation and community should be sent to the candidate ahead of the visit. (See Appendix 10) for possible questions a Call Committee might ask in an interview. Should the Call Committee have further interest in expanded contact with the candidate, such contact may involve one or all of the following:

1) **Tour.**

Your meeting might be planned around a meal. All expenses of the visit are the responsibility of the seeking parish. It would be appropriate to take the Candidate on a guided tour of the church, church property, church facilities and of the surrounding community including businesses, neighborhoods and other areas of interest. Such a visit in no way obligates either party.

2) **Interview.**

This interview should begin with prayer requesting guidance of the Holy Spirit. This interview should be planned in advance by the Call Committee, which should decide what questions it wants to ask, who will ask them, and what purposes it wants the interview to accomplish. Suggested questions are provided (*See Appendix 10*). The Candidate may also want to explore certain concerns. The results of the Congregation's Mission Site Profile and the pastor's own Rostered Leader Profile should be explored by both parties. It is appropriate to initiate some preliminary compensation discussion in this interview, so as to determine if the salary package is adequate. However, details and specifics should come later if the process continues.

(d) Communication.

Pastors who have been contacted by a Call Committee may consider themselves no longer to be active candidates if there has been no written or verbal communication within thirty (30) days of the contact, however, it is the expectation that courtesy and professionalism will prevail and the Call Committee will communicate openly and honestly with the Pastor and will keep the Pastor informed about the status of their process... This status could be simply a note of indication that the Pastor will be considered or the actual termination of the Pastor as a candidate. (*See Appendix 11*).

The Call Committee is asked stay in regular contact with the Office of the Bishop and immediately notifies us when any change occurs from plans originally approved.

(e) Decision regarding Candidates.

Each congregation of this Synod shall consult the Bishop before taking any steps leading to the extending of a Call to a prospective pastor (S14.11). No ordained minister shall accept a Call without conferring with the Bishop (S14.12).

Discussion with the Candidate should be continued to its conclusion, which might result in one of two possibilities:

- 1) If the discussion leads to the conclusion that this person is not the one the Holy Spirit is leading the Congregation to Call, the Chair of the Call Committee should inform the Candidate and The Office of Bishop. At this point, the Office of Bishop will provide names and biographical information of additional candidates to the Call Committee.
- 2) If the discussion leads to the conclusion that this person is the one whom the Holy Spirit is leading the Congregation to Call, the Call Committee should make a formal recommendation to the Congregation Council.

3) Follow up Visit.

A follow up visit will indicate a strong interest by both parties to move toward a call. This visit should include serious conversation regarding expectations of both parties including compensation.

(f) Making the Recommendation to Congregation Council.

As the Holy Spirit has guided the Call Committee to a Candidate, the decision to recommend this Pastor to the Congregation Council is typically reached by common consent. If indeed, through prayer and consideration, the Holy Spirit has led the Call Committee to a unanimous decision on a Candidate, this is certainly a time for celebration. However, if this is not the case, the Call Committee shall vote by secret ballot. The Candidate must receive a two-thirds (2/3) vote of the Call Committee for approval.

Step 14: The Recommendation to Call

(a) Special Congregation Council Meeting.

When the Call Committee decides on a Pastor to recommend to the Congregation Council, a special meeting of the Council is called to hear the recommendation of the Call Committee. The chair of the Call Committee presents the name of the Pastor, and may be assisted by other members of the committee. A full report supporting the motion to recommend will accompany the recommendation. The Council should then also have the opportunity to meet and interview the Pastoral Candidate.

The following actions must be taken at this special Congregation Council meeting:

1) Motion to recommend to the Congregation.

A motion to recommend the Call of the Pastor to the Congregation will be made, seconded, discussed, and voted on by the members of the Congregation Council. The majority required by vote for the name to be presented to the Congregation should be stipulated in the church's constitution. If this is not the case, the required majority for the vote needs to be agreed upon before the vote is taken.

2) Compensation Vote.

The Congregation Council will also determine the compensation package to be recommended to the congregation for its approval. *(See Appendices 13 & 14)* This package will carry the agreement of the pastor to be elected. A majority vote of the Congregation Council is needed for presentation of the compensation package to the congregation. Minimum Compensation Guidelines for First Call Candidates are set by Synod Council each year. It should be noted that years of experience should be considered by each Congregation in the Call Process when setting Compensation packages.

3) Should the Congregation Council approve the Call Committee's recommendation, the Congregation Council shall call a special meeting of the Congregation. The Congregation Council will establish a date, time and place for the special meeting of the Congregation to vote on the election of the Pastor. Proper arrangements will be made to notify the Congregation of this meeting. Procedures for this aspect of the process are usually stated in the Congregation's constitution. Included in this notice will be the name and brief resume of the Pastor and the compensation package.

4) Notification to the Bishop.

When the Congregation Council is ready to recommend a Pastor to the Congregation, it will notify the Bishop. Except in unusual circumstances, the Bishop may appoint the President or Vice President of the Congregation as the Bishop's appointee to preside over the meeting of the Congregation.

(b) **Special Congregational Meeting.**

1) A quorum must be present.

The person presiding at the meeting will determine that a quorum is present according to the Congregation's constitution/bylaws.

2) First Motion: Vote to call the pastor.

At the Congregational meeting, the first motion presented by the Congregation Council is that the congregation vote to call the Pastor. It will be seconded and discussed. The Congregation Council and/or Call Committee will present information about the pastor and how they were lead to recommend this call to the congregation.

Only the one name recommended by Council can be voted on at this meeting. The vote shall be by secret written ballot. No absentee or proxy votes shall be accepted (S14.11). The vote to elect is usually contained in the congregation's constitution. If it is not, a two-thirds $2/3$ vote of those present and voting is necessary for election. As stated in the synod constitution: *For issuance of a letter of call to a Pastor or Pastoral Candidate by a Congregation of this Synod in accord with the ELCA constitutional provision 7.41, a two-thirds majority ballot vote shall be required of members of the Congregation present and voting at a meeting regularly called for the purpose of issuing such a Call. (S14.11.B)*

3) Second Motion: Compensation Package.

The second motion presented by the Congregation Council will be to approve the compensation package (salary, allowances, and other benefits) to be offered to the Pastor-elect. It will be seconded, discussed and voted on by the Congregation.

Amendments to the package recommended by the Council can be made by majority vote of the Congregation. The vote needed to approve the compensation package is a simple majority. It may be taken by voice vote, show of hands, or written ballot. It will be noted that if the amounts in the package differ from the approved budget, then a favorable vote, in effect, changes the budget for the year.

(c) The Call is Approved by the Congregation.

After the Call has been approved, a personal contact by the President or Vice President of the Congregation will be immediately made with the Pastor called. The following procedure is used to send the official ELCA Letter of Call.

The Bishop's office will supply a draft of the ELCA Letter of Call with a working copy (See *Appendix 15* – for a sample letter of Call). The President/Vice President of the Congregation is responsible for completing The Letter of Call and sending it to the Office of the Bishop for the Bishop's signature (S14.11). The Bishop will duplicate The Letter of Call and send three copies to the Pastor. If the Pastor accepts, the Pastor will return signed copies to the Congregation and the Office of the Bishop. The Pastor will accept or decline the Call within thirty (30) days, unless it is agreed upon otherwise. (S14.12)

(d) The Call is Accepted by the Pastor.

The Pastor-elect will set the date when ministry will begin in the new parish. The constitution of the Congregation, which the Pastor is leaving, may require ministry for up to two months beyond the effective resignation, although a period of four-to-six weeks is more common.

The President or Vice-President of the Congregation Council will consult with the Pastor-elect to determine when the acceptance may be publicly announced.

Arrangements for moving will be made between the Pastor-elect and the officers of the Calling Congregation. The Calling Congregation is responsible for moving expenses. In circumstances, the Pastor-elect and the Congregation may negotiate other arrangements.

(e) The Call is not approved by the Congregation.

In the event that the Call is not approved, the secretary of the Congregation Council will draft a letter to the Candidate Pastor to report officially the results of the Congregational meeting and to conclude the Call process. A personal contact with the Pastor will be made before the letter is sent. The Office of the Bishop will also be immediately notified.

(f) The Call is Declined by the Pastor.

In the event that the Pastor does not accept the call, the whole process is to be repeated with another Candidate or Candidates.

(g) Special Situations.

1) Multiple-Congregation Parish.

In the case of a parish with two or more Congregations, each Congregation votes separately on whether or not to Call the Pastor unless their constitution specifies another procedure. If there are not constitutional provisions for number of votes necessary for election, a majority in each parish with 2/3 of all votes cast is necessary for approval. If the Call is approved the Congregations authorize the joint Council to issue the Call and to agree on the salary and other items of support. If one Congregation approves the Call and another does not, the Call is not issued. No part of a joint parish may Call a Pastor without the participation of the other.

2.) Associate/Assistant Pastors.

When a Pastor is Called to serve in company with another Pastor or Pastors, the privileges and responsibilities of each Pastor will be specified in documents that accompany the Call. It is expected that Calls to Associate/Assistant Pastors be "co-terminus" with the Call to the Senior Pastor and that this be specified in the Call. These documents must be drafted in consultation involving the Pastors, the Congregation Council and the Office of Bishop.

3.) Term Calls.

A congregation may Call a Pastor for a specific term of years. This departure from the normal rule of permanency must be described in a statement of purpose, which the Bishop must approve.

4.) Dual Calls.

A dual Call exists when a married ordained couple serves under a Call to one and the same Congregation or Parish. If one Pastor resigns, dies, or is no longer a Pastor in the dual Call, the Pastorate is declared vacant, and both Pastors' terms are completed. This provision will be part of the Call document to clergy couples.

5.) Part-Time Ministries.

Part-time ministries are normally defined as a minimum of 20 hours of work each week to qualify as a call.

Step 15: Installation

When the process of Calling a Pastor has ended and the Call has been accepted, years of opportunity for growth in Christ lie ahead as the Congregation pursues God's mission through this new ministry partnership. The Office of the Bishop should be contacted to set a date for the Installation of the new Pastor. The Order for the Installation of the Pastor may be found the Occasional Services Books. If additional assistance or a sample service is needed, contact the Office of the Bishop (803-765-0590). Normally the installation will take place at the regular Sunday service(s) within the first month or so of the pastor's beginning. A social event may follow the installation service.

The Call Committee's work is completed when a newly Called Pastor is Installed. In those congregations where there is no existing "Mutual Ministry Committee," the Call Committee can make recommendations and encourage the Congregation Council to form such a committee.

The Call Process for 2nd Pastors, Commissioned and Consecrated Rostered Leaders – Associates in Ministry, Deaconesses and Diaconal Ministers

Congregation Councils and Call Committees are encouraged to follow the same process as previously listed for ordained Rostered leaders when Calling a 2nd Pastor or a non-ordained Rostered Leader. All steps may not be required and steps should be adapted to local situation (i.e., person already employed by congregation as lay staff person and becomes rostered.)

Assistance is readily available from the Office of the Bishop to help determine the appropriate process to follow in calling a Rostered leader. (803-765-0590)

South Carolina Synod Contact Information

Address:

SC Synod, ELCA
PO Box 43
Columbia, SC 29202-0043

Phone Number: 803-765-0590

FAX #: 803-252-5558

Website: www.sclutheran.org

Email Addresses:

Bishop Herman Yoos Herman@SCSynod.com

Mrs. Willene Stack Willene@SCSynod.com

Pastor Ginny Aebischer Ginny@SCSynod.com

Mrs. Jenny Spearan Jenny@SCSynod.com

Pastor Mel Amundson Mel@SCSynod.com

Mrs. Gloria Rast Gloria@SCSynod.com

APPENDIX 1: "Ethics... A Sensitive Matter"

"Ethics...A Sensitive Matter"

The sensitive matter is of pastors being asked for pastoral acts by people who are their former parishioners. With our synod being as geographically compact as it is, we may face this issue more frequently than other parts of the church.

We start with the acknowledgment that there is no painless way out of an awkward situation. A good pastoral relationship is not coldly functional but is personal, as well, so it's not at all uncommon for people facing a wedding/funeral/baptism/whatever to desire the presence of a pastor who has been personally important in their lives. So you who have been good pastors, and you lay folks who have had good pastors, can expect that those times come when you'd like the pastoral relationship to continue for a special occasion.

That's where we run into troubled water. The professional ethic we need to be clear on is this: When a pastor leaves a parish, he/she is no longer those people's pastor; he may continue to be a friend but the pastoral relationship is ended. The implications are clear: it is often (though not always) appropriate to do what other friends do - attend a wedding or funeral, for instance - but the pastoral act of presiding in those moments belongs to the current pastor.

At times the interim pastor or the new pastor may call on the former pastor to let that pastor know of something happening, or on a few occasions, to say a few words at a funeral, but remember they are no longer the pastor. The responsibility belongs to those of us who have left to make clear that the pastoral relationship is ended.

We want to do what we're trained to do, especially when special people value our doing it; but as clergy who are accountable to each other, and to the whole church for the effective ministry in each place, it is of paramount importance that we do all we can to support the pastoral relationship that is in place.

Former Pastors: Respond automatically by saying, "It's simply not appropriate for me to do that. I'm not your pastor anymore, but I'm glad you consider me a friend. I'd love to come if invited, as your other friends do." But don't say, "You'll have to talk to your pastor about that." That's often said, perhaps thinking that such a response respects the current pastor's role. It doesn't. It puts the current pastor in the no-win situation of acceding to the parishioner's request and relinquishing the pastoral role to you, or saying no and being regarded by the parishioners as cold, jealous, unresponsive and uncaring. Simply say that it's not your role anymore.

Current Pastors: Speak as affirmingly as possible of the relationship your predecessor has had with parishioners, but don't relinquish your pastoral role. Where you feel it's appropriate and healthy, you may invite the previous pastor to participate in a secondary way, but the pastoral role and its responsibilities are yours.

Parishioners: Don't even ask. It immediately puts both the current and former pastor in very awkward positions. Even if a former pastor lives down the block and the current one is someone new that you hardly know, you affirm your former pastor best by inviting him to come while showing high regard for the pastoral office he held by seeking out that new pastor to be your pastor.

This may sound arbitrary and legalistic. We don't mean it to be; we mean it to be pastoral, in the best sense of the word. We all encounter situations we think are "exceptions." We think there are a few of those, but probably a lot fewer than we think at the time.

And then there are more "gray area" kinds of contact with former pastors over personal life struggles, complaints about the life of the parish, etc. But the same principle applies; We are no longer our former parishioners' pastors, and we serve our friends, our former parish, and the whole church best by making that clear and by being highly supportive of our successors. We best honor both their ministry and our own by doing so.

We think most pastors are very clear about these matters most of the time, but we're all human enough that an occasional reminder is probably good for all of us.

(A reprint from Bishop Peter Rogness of the Greater Milwaukee Synod)

APPENDIX 2: "Audit of Parochial Records"

Audit of the Parochial Records upon the resignation of the pastor

The Model Constitution for Congregations of the Evangelical Lutheran Church in America states that "The Congregation Council shall provide for an annual review of the membership roster." (C12.07.) The model constitution also states, "The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation." (C9.12.) It is therefore important to audit these records:

- a. annually,
- b. upon the resignation of the pastor, and
- c. when an interim pastor concludes service to a congregation.

The following steps will insure a thorough audit of the congregation's records ("check" the line to the left of each item indicating completion of that part of the audit):

- _____ 1. Verify that the Congregation Council information is up to date.
- _____ 2. Review the listing of new members for the year. Select three to five new members and verify that:
 - _____ a. they have been listed in the "Communion" section of the records and that current records have been entered for them; and
 - _____ b. they have been listed in the "Communing and Contributing" section and that current records have been entered for them; and,
 - _____ c. their method of joining is specified (if received from another Lutheran Church, ELCA, LCMS, etc., it should be denoted.)
- _____ 3. Review the listing of members removed for the year. Select three to five individuals and verify that:
 - _____ a. they have been removed from the "Communion" section; and,
 - _____ b. they have been removed from the "Communing and Contributing" section; and,
 - _____ c. their method of removal is specific (if transferred to another Lutheran Church, ELCA, LCMS, etc., it should be denoted.
- _____ 4. Review the listing of baptisms for the year. Select three to five individuals listed in e section and verify that they have also been listed in the "Roll of Members" section.
- _____ 5. Review the listing of confirmations for the year. Select three to five individuals listed in the section and verify that their confirmation date has also been listed by their name in the "Roll of Members" section and that they have been added to the "Communion" and "Communing and Contribution" sections.
- _____ 6. Review the listing of first communions for the year. Select three to five individuals and verify that:
 - _____ a. the date is listed by their name in the membership listing; and
 - _____ b. their name has been added to the "Communion" list.
- _____ 7. Review the listing of marriages for the year. Select three to five individuals listed in the section who are members and
 - _____ a. verify that their marriage date has also been listed by their name in the "Roll of Members" section, and
 - _____ b. if necessary, their name has been changed in the "Roll of Members," "Communion," and "Communing and Contributing" sections

APPENDIX 2: "Audit of Parochial Records" (continued)

- _____ 8. Review the listing of funerals. Select three to five members and verify that they have been removed from:
- _____ a. "Roll of Members,"
 - _____ b. "Communions," and
 - _____ c. "Communing and Contributing" sections.
- _____ 9. Verify that annual "Statistics" have been entered.
- _____ 10. When auditing the records upon the resignation of a pastor, verify that the appropriate information has been recorded in the "Pastor" section.

Complete and send a copy of the form to the synod office and retain a copy for the congregation's files:

The Congregational Record of
(congregation) _____

(city) _____, (state)

was audited on (date) _____

by (list names) _____

We the undersigned, agree that these records are up to date and in good order.

(Pastor)

(Congregational Secretary or other officer)

APPENDIX 3: Exit Interview (Pastor)

Date: _____
Congregation's Name: _____
Address: _____
City/State: _____
Zip: _____ Pastor's Name: _____

1. How would you describe the congregation when you arrived?
2. How would you describe the congregation as you leave?
3. What do you believe has gone particularly well during your leadership?
4. What did not go as well as you had hoped?
5. What are the major strengths of this congregation?
6. What are the major challenges of this congregation?
7. What ministry goals would you suggest for the congregation to strive toward during the next 5 years?
8. What other comments would you like to share?
9. What information from this exit interview should be shared, and with whom?

APPENDIX 4: Interim Pastor Guidelines
South Carolina Synod -Evangelical Lutheran Church in America

- I. The Interim Pastor has all the rights and duties in the congregation of a regularly Called Pastor (S14.17).
 - A. Special ministerial acts (i.e. baptisms, weddings, funerals, administration of communion, etc.) shall be arranged with the Interim Pastor's approval.
 - B. Pulpit supply, if not done by the Interim Pastor, shall involve the Interim Pastor's counsel.
 - C. Confirmation instruction shall also involve the interim pastor's guidance.
 - D. Notices of the meeting of the Congregation Council and minutes shall be sent to the interim pastor. The Interim Pastor is expected to attend Council meetings and submit a monthly report. "During the period of service, an Interim Pastor shall have the rights and duties in the congregation of a regularly Called Pastor..." *C9.07. Model Constitution
 - E. The secretary of the Congregation Council in consultation with the Interim Pastor is responsible for the parish register.
 - F. The Interim Pastor is to refrain from exerting influence in the selection of a Pastor.
 - G. It is not recommended that the Interim Pastor be Called as a Pastor of the Congregation being served.

- II. The Congregation Council and Interim Pastor shall agree upon the ministry to be provided by the Interim Pastor.

This agreement will normally address the following areas:

 - A. The frequency of the Interim Pastor's responsibility in handling the affairs of the congregation.
 - B. The extent of the Interim Pastor's responsibilities in providing pastoral care in the parish.
 - C. The ministerial acts for which the Interim Pastor will be responsible.
 - D. The Interim Pastor's responsibility relating to administration.
 - E. The procedure of how to reach the interim pastor in the case of a parish emergency.
 - F. The role of the Interim Pastor in catechetics.
 - G. The Congregation Council shall arrange to handle the areas of congregational life not covered by the Interim Pastor.
 - H. The Interim Pastor's schedule and responsibilities shall be described in writing and communicated to the congregation, sample agreements are available from the Bishop's Office - (803) 765-0590.

- III. The Congregation Council needs to determine the congregation's financial commitment to the Interim Pastor.
 - A. It is expected that expenses including mileage, telephone, and postage incurred by the Interim Pastor in ministering to the Parish shall be reimbursed each month. The Interim Pastor is responsible for remitting to the Council an itemized account of expenses.
 - B. When a retired Pastor or a Pastor under special Call provides full or part time service to the Congregation, it is expected that the Pastor providing these services will receive adequate compensation as suggested in current Synodical guidelines.

APPENDIX 4: Interim Pastor Guidelines (continued)
South Carolina Synod -Evangelical Lutheran Church in America

Current Synodical Guidelines regarding services rendered to congregations 2009

The following reflects the current suggested synodical guidelines regarding compensation for services rendered to congregations either during an interim pastor's service or the service of another rostered leader. These figures are provided as a basis for conversation between these two parties.

Mileage

Mileage incurred performing congregational responsibilities will be reimbursed at current IRS rate for business travel. (.55 per mile in 2009)

Preaching Services

Preaching on Sunday one service	\$ 150.00
Preaching on Sunday two services	\$ 180.00
Preaching at weekday services	\$ 150.00

Meals and lodging

Reimbursement at actual expense.

Other services

Visitation, teaching, meetings, counseling, correspondence, administration, and other similar duties must be part of the remuneration consideration. Twenty-five to thirty dollars per hour is suggested, however, since there are a variety of circumstances, it is difficult to arrive at a definite guideline for this area. Congregational Council and the interim pastor must be open in communicating their concerns for this part of the agreement.

When a final agreement covering the items listed above is reached it shall be put in writing and signed by the interim pastor and president or vice president of the Congregation Council and recorded in the Council's minutes. When an agreement of this type is established, no honorarium is necessary at the termination of an interim pastor's service, but one may be given, if the congregation desires.

Should you desire more information regarding the synodical guidelines for compensation, you may either call the bishop's office at (803) 765-0590, or write:

The South Carolina Synod Office, Attention: Bishop's Office
PO Box 43, Columbia, South Carolina 29202

APPENDIX 5: Interim Pastor Report Form (Church Council)

Report of the Interim Pastor to the Church Council

For the month of _____

Worship services led _____ @ _____ per service.

Baptisms _____

Weddings _____

Memorial Services _____

Funeral Services _____

Children's sermons _____

Confirmation classes _____

Visits made to members _____ non-members _____

Home communions _____

Telephone contacts _____

Counseling _____ Contacts _____

Meetings attended _____

New members received _____

Miles driven _____ @ _____ cents per mile

Total number of hours worked _____ @ _____ per hour:

Day/Week	First	Second	Third	Fourth	Fifth	TOTAL
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
TOTAL						

Signed _____

Date _____

APPENDIX 6: Interim Pastor Report Form (Synod Office)

Report of the Interim Pastor to the Bishop's Office (please copy and use the back if needed, then FAX to the Synod Office at 803-252-5558)

For the month of _____

1. WORSHIP

- a. What is your view of the atmosphere at Worship Services?
- b. What is happening to attendance?
- c. What else can you say about the Worship life of this Congregation?

2. STEWARDSHIP

- a. How has financial support for Mission been this month?
- b. How has support for Ministry been this month?

3. ISSUES

- a. What conflicts or changes have you been working on this month?

4. SUPPORT

- a. Do you feel you are receiving support from Council/members/ neighboring pastors?

5. CONCERNS

- a. Any continuing concerns or comments you have regarding previous Pastor, Parish, etc.?

6. CALL PROCESS

- a. How have you dealt with members inquiring about your availability for Call? Or Call Process Questions?

7. SATISFACTIONS

- a. What has pleased you the most in your ministry this month?

8. OTHER

- a. Comment on anything else you feel the Bishop's Office needs to know.

APPENDIX 7: Call Committee Installation

THIS ORDER FOLLOWS THE CREED

Pastor: The following persons, having been chosen/elected to be the Call Committee, are asked to come forward as their names are read:

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

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

You will examine the qualifications of prospective pastors, interview those who appear to be suitable candidates, and recommend only one person to the Congregation Council for its approval and recommendation regarding the issuance of a call by the congregation. In all your deliberations, you are to be examples of faith active in love, seeking to maintain the life, harmony and ministry of this congregation.

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

All: We will

THE COMMITTEE FACES THE CONGREGATION, WHICH STANDS.

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

Cong: We will

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

HERE FOLLOWS THE PRAYERS AND THE PEACE.

APPENDIX 8: Call Committee Report Form

Call Committee Report Form

Please fill out this form and mail or fax to the address below:

Congregation: _____

Address: _____

President/Vice-President: _____

Address: _____

Telephone Numbers: Home: _____ Office: _____ E-mail: _____

Chair of the Call Committee: _____

Address: _____

Telephone Numbers: Home: _____ Office: _____ E-mail: _____

Secretary of the Call Committee: _____

Address: _____

Telephone Numbers: Home: _____ Office: _____ E-mail: _____

Other Committee Persons (Names, Phone numbers, E-mail Addresses):

Mail or fax to:
The South Carolina Synod Office, Attention: Bishop's Office
PO Box 43, Columbia, South Carolina 29202
Fax: (803) 252-5558

APPENDIX 9: Ministry Site Profile (sample)

DO NOT USE THIS PAGE! Use the print out of the Ministry Site Profile SAMPLE and insert in this part of the Manual in place of this page.

APPENDIX 10: Sample Interview Questions

Before the interview takes place, the questions that will be used during the process need to be formulated. Each question may be evaluated in three ways: (a) What does it have to do with the position? (b) What do we need to know? (c) Would we be willing to answer the same questions about ourselves?

- Tell us about your faith.
- Share with us your calling that led you to become a pastor.
- Describe the areas of ministry which you value as high priorities.
- Talk about the ministry areas you like to do. Why?
- What pastoral roles give you the most trouble. Why?
- Discuss your strengths as well as those areas on which you need work.
- Share your thoughts regarding the worship life of the congregation.
- What are your expectations for yourself and lay persons in liturgical practices?
- Describe your preaching philosophy and style. What things do you emphasize in your preaching. What are your ideas regarding children's sermons?
- Discuss your thoughts, expectations and requirements concerning catechetical instruction.
- Discuss in detail your expectations/philosophy of, and pastoral involvement in: Educational Ministry, Evangelism, Stewardship, Benevolence, Youth Ministry and Social Ministry.
- From your perspective, what were the areas in the last parish which gave you personal satisfaction?
- What role do you see the pastor fulfilling in relating to committees?
- How do you see your role in relation to congregation council?
- Describe your philosophy of visitation and pastoral calling.
- We'd like to hear about your family.
- (If the candidate is married) How do you see your spouse's role in the congregation?
- Why are you considering accepting this call?
- How do you see yourself involved in our community and the synod?
- Tell us about your hobbies.

The Call Committee may find it useful to conclude the interview by asking the candidate:

- What are two or three things that we should know about you that we didn't ask?
- Do you have any further questions that you want us to answer?

APPENDIX 11: Sample Letters

(1) Dear Pastor _____,

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

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

Please feel free to call me at anytime, at _____, if you have any questions or concerns.

Cordially,

Name of Call Committee Chair

cc: Bishop Herman Yoos

(2) Dear Pastor _____,

On behalf of the Call Committee, I want to thank you and _____ (spouse's name) for visiting with us as a beginning step toward consideration of a call to _____ church. We appreciate your responses to our questions and were glad that you shared your concerns with us.

After considering the challenges and needs of _____ congregation in light of your strengths and interests, we feel that it would be best not to continue conversation with you toward a call.

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

Cordially,

Name of Call Committee Chair

cc: Bishop Herman Yoos

(3) Dear Pastor _____,

On behalf of the Call Committee, I want to thank you for taking time out of your busy schedule to visit with us. We appreciate your participation in our interview.

The Committee has met and decided that we shall not continue discussion toward a call with you. Such a decision is painful. Please be assured that this decision does not reflect on your ministry.

May God's grace sustain you and your ministry.

Cordially,

Name of Call Committee Chair

cc: Bishop

APPENDIX 12: Interview Evaluation Form

Please complete a copy of this form for each Candidate you interview and fax or mail to the Bishop's Office

Name of Candidate: _____

The information provided here will enable the bishop's office in partnership with you to better understand your needs and the gifts of pastors in the call process.

1. What kind of contact did you have?

2. For which of your competencies and characteristics was this candidate a good match?

3. For which of your competencies and characteristics was this candidate not a good match?

4. What appear to be the major strengths of the candidate?

5. What appear to be the significant weaknesses of the candidate?

6. What words would you use to describe this candidate's ministry style

7. What other factors affected your decision to: (please check correct box and elaborate):

- return this name
- keep this name and interview others
- to have a 2nd interview

Please mail, e-mail or FAX to the bishop's staff person working with you. (FAX 803-252-5558)

DO YOU NEED AN ADDITIONAL NAME? Yes No

Call Committee Chair _____

Congregation: _____

City / State: _____ Zip: _____

APPENDIX 13: Compensation Worksheet

**DEFINITION OF COMPENSATION, BENEFITS,
AND RESPONSIBILITIES OF THE PASTOR**

Prepared by _____

for the Reverend _____

for the period: _____ to _____

A. COMPENSATION

The congregation will provide the following annual compensation:

- 1. Base Cash Salary \$ _____
- 2. Housing Allowance (if provided) \$ _____
- 3. Self-employed Social Security payment allowance (if provided) \$ _____
- 4. If a parsonage or other housing is provided:
 - a. Utilities allowance \$ _____
 - b. Furnishings allowance \$ _____
 - c. Housing equity allowance \$ _____

B. PENSION AND OTHER BENEFITS

The congregation will sponsor the pastor in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical-dental coverage. (Sponsorship will include medical-dental coverage for the pastor'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 the ELCA Pension and Other Benefits Program.)

- 1. ELCA Pension at _____ % of defined compensation
- 2. ELCA Medical-and-Dental Insurance (check one below):
 - a. Member only
 - b. Member and spouse
 - c. Member and children
 - d. Member, spouse, and children
 - e. Coverage waived
- 3. Other insurance or benefits: _____ \$ _____
 _____ \$ _____

C. EXPENSES

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

- 1. Automobile and travel allowance \$ _____
- 2. Other professional expenses \$ _____
- 3. Expenses for official meetings of the synod, as reimbursed
- 4. Continuing education (\$1,000 recommended; minimum \$700 from calling source) \$ _____
- 5. Other (_____) \$ _____
- 6. Pay the moving expenses to this field of service as follows: _____

D. 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 pastor is physically or mentally disabled; and
- 6. Where applicable, parental leave up to six weeks with full salary, housing, and benefits.

* 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 this call.

APPENDIX 13: Compensation Worksheet (continued)

A description of the particular responsibilities of this position may be attached to this "Definition of Compensation, Benefits, and Responsibilities."

< OR THE FOLLOWING MAY BE COMPLETED >

E. OTHER PROVISIONS

Special emphases of the pastor and special encouragement by the congregation:

1. During this time period, the pastor will give special attention in ministry to the following:

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

2. The congregation will encourage this pastor's ministry in the following ways:

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

F. 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.

Congregation President

Council Secretary

Date: _____

I certify that I accept the above statement:

The Reverend _____ 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."
(Revised January 6, 2006)

APPENDIX 14: Minimum Compensation Guidelines (2009 - 2010)

These minimum compensation guidelines are for rostered pastors, associates in ministry, diaconal ministers and deaconesses in their **first year of ministry**. Congregations are encouraged to provide additional compensation for experience, performance, skills and responsibility.

		<u>Range</u>
A.	<u>PARISH PASTOR</u>	
1.	Base Salary	\$35,000 - \$40,000
2.	Benefits	
	a. Housing Allowance or Free use of Parsonage (Utilities Provided)	
	b. Housing Equity Allowance (if in Parsonage)	5%*
	c. Social Security Allowance	Full
	d. Pension	12%*
	e. Health, death, & dental benefits coverage as provided by ELCA*	Full
	f. Four weeks vacation and Two weeks continuing education leave	
	*("b" and "d" percentages are multiplied by Defined Compensation)	
	Reimbursement for Professional Expenses	
	a. Continuing education, Fall Convocation, books or periodicals (Unused balance carries forward)	\$1000
	b. Automobile expenses	All
B.	<u>LAY MINISTRIES</u>	
1.	<u>Bachelor's degree or commensurate experience</u>	<u>Range</u>
	a. Non-rostered lay professionals	\$35,000 - \$40,000
	b. Rostered (Associate in Ministry, Diaconal Minister, Deaconess)	\$40,000 - \$45,000
	<u>Master's degree or commensurate experience:</u>	
	a. Non-rostered lay professionals	\$40,000 - \$45,000
	b. Rostered (Associate in Ministry, Diaconal Minister, Deaconess)	\$45,000 - \$50,000
	NOTE: Housing is included in the above recommended salary ranges and is figured at 30% of base salary. According to ELCA Guidelines, housing for AIMS, Diaconal Ministers and Deaconesses is taxable income. It cannot be excluded from taxes.	
2.	Benefits	
	a. Social Security	Employer Share
	b. Pension	12%*
	*(multiplied by Defined Compensation)	
	c. Health, death & dental benefits coverage as provided by ELCA*	Full
	d. Four weeks vacation and Two weeks continuing education leave	
3.	Reimbursements for Professional Expenses	
	a. Continuing education, Fall Convocation, books, periodicals (Unused balance carries forward up to three years)	\$1000
	b. Automobile expenses	All

- At least equal full family, dental, and insurance coverage should be provided even if the pastor or lay rostered minister is covered by a plan other than plans of the Board of Pension, ELCA.

Please Note:

The Full 2010 Compensation Guideline Information Packet is available online at the SC Synod Website www.scsynod.com – from the right side column of the home page open "Compensation Guidelines". Or you may call or stop by the Synod Office (803) 765-0590 and request a copy.



LETTER OF CALL

TO AN ORDAINED MINISTER OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

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

With prayers for the guidance of the Holy Spirit to do God's will,

a congregation of the

of the Evangelical Lutheran Church in America
meeting on

extends to you this call to serve as

We call you to exercise among us the ministry of Word and Sacrament which God has established and which the Holy Spirit empowers: To preach and teach the Word of God in accordance with the Holy Scriptures and the Lutheran Confessions; to administer Holy Baptism and Holy Communion; to lead us in worship; to proclaim the forgiveness of sins; to provide pastoral care; to speak for justice in behalf of the poor and oppressed; to encourage persons to prepare for the ministry of the Gospel; to impart knowledge of the Evangelical Lutheran Church in America and its wider ministry; to endeavor to increase support given by our congregation to the work of our whole church; to equip us for witness and service; and guide us in proclaiming God's love through word and deed.

In accepting this call, you hereby promise to fulfill this pastoral ministry in accord with the standards and policies for ordained ministers of the Evangelical Lutheran Church in America. Therefore, be diligent in the study of Holy Scripture, in use of the means of grace, in prayer, in faithful service, and in holy living.

With this call, we pledge our prayers, love, esteem, and personal support for the sake of the ministry entrusted to you by God and for our ministry together in Christ's name. Specific responsibilities, compensation, benefits, and conditions of this call are contained in a document related to this call.

In testimony of this call, we have subscribed our names on behalf of the congregation on this
day of _____, A.D. _____

President

Secretary

Attested by _____

Bishop of the _____

Date of synodical bishop's signing _____

South Carolina Synod Contact Information

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