



CALL PROCESS CHECK LIST



Each step in the process needs to be completed before proceeding to the next section.

PREPARATION

- _____ Pastor resigns current call.
- _____ Congregational president contacts the synod office.
- _____ Congregational secretary certifies congregational membership records.
- _____ Bishop appoints interim pastor.
- _____ Synod staff liaison meets with Congregational Council.
- _____ Congregational Council completes documentation as requested.
- _____ MSP submitted electronically to the ELCA. Other documents mailed to synod office.
- _____ Congregational Council receives feedback from staff liaison / MSP activated.
- _____ Call Committee is elected/appointed.

INTERVIEWING PROCESS

- _____ Synod staff meets with Call Committee.
- _____ Bishop nominates potential pastor(s).
- _____ Call Committee interview nominee(s).
- _____ Call Committee makes recommendation to Congregational Council.
- _____ Call Committee shares nominee's documents with Congregational Council.
- _____ Congregational Council meets with nominee, also proposes compensation package.
- _____ Council recommendation to congregation.
- _____ Congregation meets nominee.

CALL MEETING PROCESS

- _____ Congregational Council sets date for congregational meeting.
- _____ Congregational Council notifies the synod office of the congregational meeting.
- _____ Congregation receives call documents from the bishop **PRIOR** to the meeting.
- _____ Congregation holds meeting and notifies the bishop and nominee of the results the day of the meeting.
- _____ If approved, congregational leaders sign documents.
- _____ Letter of Call / Definition of Compensation / Meeting Minutes are sent to synod office.
- _____ Synod office forwards documents to nominee.
- _____ Nominee accepts / declines call.
- _____ Installation Service scheduled / process begins with new nominee(s).

For additional information contact:

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