



Communication During a Pastoral Vacancy

Good two-way communication is essential at all times, particularly during the time of a pastoral vacancy. The following information is presented as a means to facilitate a good flow of communication to/from the various parties.

The Bishop	to / from	Council President
Synod Staff Liaison	to / from	Council President
The Bishop	to / from	Call Committee Chair
Council President	to / from	Call Committee Chair
Synod Staff Liaison	to / from	Call Committee Chair
The Bishop	to / from	Interim Pastor
Council President	to / from	Interim Pastor
Call Committee Chair	to / from	Congregation Council
Call Committee Chair	to / from	Congregation

THINGS TO REMEMBER

Please keep the synod office informed of progress throughout the call process.

Notify the synod office:

- When there are questions about the congregation's Ministry Site Profile, the call process, the availability of prospective pastoral nominees, the salary compensation and benefits package, the congregational meeting to extend a call, and any matters that relate to the call.
- When prospective pastoral nominees are no longer considered viable candidates for the congregation, so that they may be considered elsewhere.
- When a primary nominee has been identified.
- When a congregational meeting to call a pastor has been scheduled.
- After a congregational meeting to call a pastor has been held, in order that the proper paperwork may be completed.
- If a recommended pastoral nominee fails to receive enough votes to receive a call, the synod bishop and the nominee should be notified by telephone as soon as possible.

It is important to keep the congregation informed of progress throughout the call process. The congregation may be kept informed by updates in the church newsletter or bulletin. For example,

- How and when the call committee is selected.
- When the Church Council has completed the Ministry Site Profile and has submitted it and supporting documents to the synod office.
- When the Call Committee members are reviewing the profile papers of prospective pastoral nominees and will interview nominees at mutually agreeable times. Once a primary pastoral nominee has been identified, a recommendation will be forwarded from the Call Committee to the Church Council.
- When the Church Council is ready to recommend a nominee to be considered as pastor. The congregation is invited to meet (name of nominee) on (date), (time and place).
- Once a nominee has been recommended by the Call Committee and the Church Council to the congregation, a special meeting of the congregation will be held according to the requirements specified in the congregational constitution.

IMPORTANT

- Updated reports to the congregation should **NOT** include the name of prospective pastoral nominees. The name of the nominee will be shared when the Church Council is ready to recommend a nominee to the congregation for a vote.