

STEPS TO TAKE ONCE A CONGREGATION CALL COMMITTEE RECEIVES NAMES OF CANDIDATES FOR INTERVIEW

1. Contact the candidates, telling them that you will soon mail a packet of information regarding the congregation and community. Inform the candidates that after about a week, they will be called to see if they are still open for an interview. If so, a time will be set for that interview.
2. Arrange and mail the packets of material. They can include the congregational profile, church bulletins, newsletters, copy of the annual report, a list of the call committee, chamber of commerce information, etc.
3. The Committee will agree on interview dates as well as the process that will be followed during the candidates' visits. Be sure to include the spouse if the candidate is married.
4. Call the candidates about a week after sending the packets and set the time for the interviews.
5. Conduct the interviews.
6. Secure the expenses of the candidates while with you, and immediately arrange to pay them.
7. The minute you dismiss a candidate:
 - A. Inform them by phone or letter.
 - B. Inform the Bishop's Office.
 - C. Return the interview evaluation forms in the pre-call packet to the Bishop's Office.
8. If after interviewing all the candidates you are not able to agree on one, then call the Bishop's Office for more candidates.
9. Once you agree on a candidate, forward your recommendation to the Council. Share as much information as you can, documenting your congregation recommendation.
10. The council and call committee work on the compensation package in conjunction with the synod staff (the bishop or the associate). **BE SURE TO CHECK ALL DETAILS OF THE CONTRACT WITH THE BISHOP'S OFFICE BEFORE YOU SUBMIT IT TO A CONGREGATIONAL MEETING.**
11. The Council calls a congregational meeting. The call committee shares as much information as possible and answers all questions. The president then leads the congregational meeting in the voting process. Follow the vote requirement as stated in the congregational Constitution. The salary package is presented along with the vote on the candidate.
12. If called, immediately notify the candidate and the Bishop's Office. **Sign** the necessary forms (Letter of Call and Green Contract Agreement) and mail to Bishop's Office. Sign the official documents, but write only on the copy sheets. The Synod Office will type up the official forms.
13. The candidate has no more than three weeks to answer the call. It is recommended that the candidate not leave her/his parish of current service for four weeks.
14. Plan the reception and installation festivities.