

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

1. The Committee will agree on interview dates as well as the process that will be followed during the candidates' interviews.
2. Contact all of the candidates to set up a phone or Skype/Face Time interview. All first interviews should be phone or Skype/Face Time regardless of proximity so all candidates are treated equally.
3. Conduct the interviews.
4. Discern the candidates with whom the committee wishes to have an in-person interview. If after interviewing all the candidates you are not able to agree on any, then call the Bishop's Office for more candidates.
5. As soon as you dismiss a candidate:
 - A. Inform them by phone or letter.
 - B. Inform the Bishop's Office.
6. Contact candidates considered for in-person interview about their willingness to move forward in the process. Set a date for in-person interview. Spouse should be included in visit. Secure the expenses of the candidates while with you, and immediately arrange to pay them.
7. Arrange and mail a packet of material regarding congregation and community. This can include church bulletins, newsletters, copy of the annual report, budget, chamber of commerce information, etc. The Synod office will have sent them your Ministry Site Profile (MSP) when contacting them about putting their name forward to your congregation for consideration.
8. Conduct interview(s). Be sure to include tour of church and community. Spouse is not to be included in interview portion of visit.
9. As soon as you dismiss a candidate:
 - A. Inform them by phone or letter.
 - B. Inform the Bishop's Office.
10. When a candidate is chosen unanimously by the Call Committee, forward your recommendation to the Congregational Council. Share as much information as you can, documenting your congregation recommendation. This information is considered confidential and not to be shared with the congregation until the congregational meeting.
11. The council and call committee work on the compensation package in conjunction with the synod staff. Discuss and negotiate compensation package with pastoral candidate. **BE SURE TO CHECK ALL DETAILS OF THE CONTRACT WITH THE BISHOP'S OFFICE BEFORE THE CONGREGATIONAL MEETING.**
 - A. When compensation and benefits have been agreed on, Bishop's Office will provide Call documents including agreed upon start date, the week prior to the congregational vote.

12. The Council calls a congregational meeting in accordance with the congregational constitution. The call committee shares as much information as possible and answers all questions. The president then leads the congregational meeting in the voting process. Note: congregation does not have to vote on compensation package if it is within approved budget.
13. If called, immediately notify the candidate and the Bishop's Office. **Sign** the necessary forms (Letter of Call and Green Contract Agreement) and mail the originals to the Bishop's Office. The Bishop will sign the Certificate of Call and all paperwork will be sent to the candidate Called.
14. The candidate up to 30 days to accept or decline the call. (Note: For healthy transition it is recommended that the candidate not leave her/his parish of current service for four weeks to allow for good closure and good-byes.)
15. Contact the Bishop's office to set an installation date. Plan the reception and installation festivities.