



East Central Synod of Wisconsin

Evangelical Lutheran Church in America

God's work. Our hands.

The Call Process of the East Central Synod of Wisconsin

One of the most common questions that is asked during the interim period in a congregation is: "What's going on with the Call Process This insert is designed to acquaint you with the Call Process.

STEP 1: Your Church Council and the Congregation will be visited by a representative from the Bishop's Office to walk through the guidelines and goals of the Interim process.

STEP 2: The Church Council will have work to accomplish during the Interim period.

- a) Review job descriptions of any current staff.
- b) Decide on the position to be filled.
- c) Decide on the salary range for the position.
- d) Make sure that all members of the congregation have an opportunity to share their views about the process.
- e) Address any on going issues of concern.
- f) Study constitutional requirements for establishing the Call Committee.

STEP 3: The Call Committee will be established and installed according to the guidelines of your congregation's constitution.

STEP 4: The Call Committee will have several important assignments to accomplish during their start-up phase.

- a) Compile a congregational profile or MSP (Ministry Site Profile).
- b) Hold conversations within the congregation as to the qualities to be sought in your next pastor.
- c) Compile interview questions and the format to be used for the interviews.
- d) Inform Church Council on progress.
- e) Inform the Office of Bishop on progress.

STEP 5: The Call Committee and the Church Council will meet to compare notes on steps 2 & 4 to make sure all is in order.

STEP 6: The Call Committee will call the Synod Office to set up a meeting with a representative of the Bishop's Office.

STEP 7: A meeting will be held so that the representative from the Bishop's Office can hear the report of the Call Committee and Church Council.

STEP 8: The Bishop's Staff then begins a search process for appropriate names for the Call Committee to interview.

STEP 9: The names of prospective candidates seeking to fill the pastoral vacancy will be sent to the Call Committee.

STEP 10: Interviews are set up, and candidates are contacted.

STEP 11: Interviews take place.

STEP 12: The Call Committee makes a formal recommendation to the congregation. The members then vote to call the pastor according to the congregation's constitution.

STEP 13: The Letter of Call will be sent to the candidate who then has three weeks to consider the Call.

STEP 14: If the candidate says "YES" a date for installation is set. If the answer is "NO" another name from those already interviewed may be selected or another round of interviews may take place.

(NOTE: Your prayers and actions of support for your leaders throughout this process are vital. Pray that the Holy Spirit may guide them in their efforts to secure your next pastor.)