



# East Central Synod of Wisconsin Evangelical Lutheran Church in America

God's work. Our hands.

## The Transition and Call Process

*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.*

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

**STEP 2:** The Congregational Council should work with the Interim Pastor to accomplish these goals during the transition period.

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

**STEP 3:** Ministry Site Profile Process (See MSP Process document)

- a) Council establishes MSP Committee.
- b) The MSP Committee will be visited by a representative of the Bishop's Office to walk through the MSP procedure.
- c) MSP Committee engages congregational input.
- d) Completion and submission of MSP form.

**STEP 4:** The Call Committee will be established and installed according to the guidelines of your congregation's constitution.

**STEP 5:** The Call Committee and the MSP Committee will meet to discuss findings on the MSP process.

**STEP 6:** The Call Committee will call the Synod Office to set up a meeting with a representative of the Bishop's Office to then orient the committee on the Call Process.

**STEP 7:** The Bishop's Office then begins a search process for appropriate names for the Call Committee to interview.

**STEP 8:** The names of prospective candidates will be sent to the Call Committee.

**STEP 9:** Interviews are set up, and candidates are contacted.

**STEP 10:** Interviews take place.

**STEP 11:** The Call Committee makes a formal recommendation of a candidate to the Congregational Council. Council calls a Congregational Meeting according to the Congregation's Constitution for the purpose of extending a Call to a candidate.

**STEP 12:** Hold a Congregational Meeting according to the Congregation's Constitution to vote on recommended candidate.

**STEP 13:** Return the Call paperwork to the Bishop's Office for signature and then forwarded to the candidate. The candidate then has up to 30 days to accept or decline the Call.

**STEP 14:** If the candidate says "YES" a date for installation is set. If the answer is "NO" contact the Bishop's Office and the process will resume at **STEP 8.**