

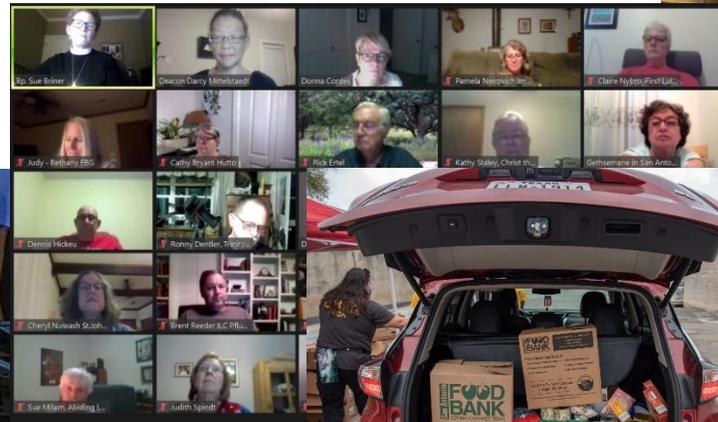
WHEN A CONGREGATION IS SEEKING TO CALL A ROSTERED LEADER

Retirement, Taking a New Call,
Going On Leave from Call,
Creating a new position.

NOTIFY THE OFFICE OF THE BISHOP

Rev. Bishop Sue Briner sbriner@swtsynod.org for Word and Sacrament Leaders

Deacon Darcy Mittelstaedt dmittelstaedt@swtsynod.org for Word and Service Leaders



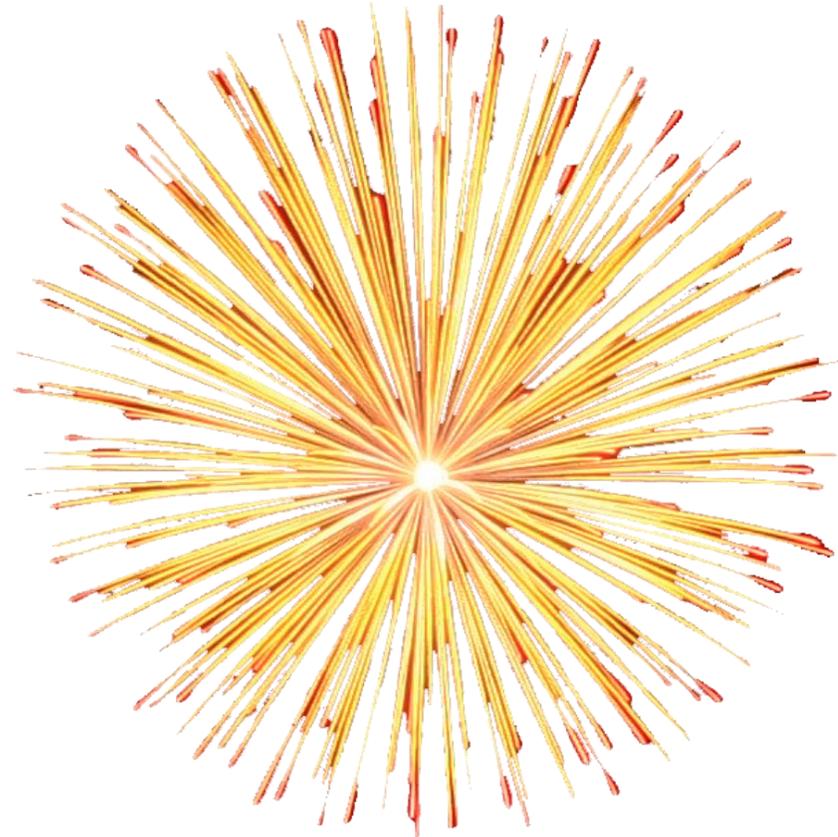
PLAN A CELEBRATION TO HONOR YOUR LEADER

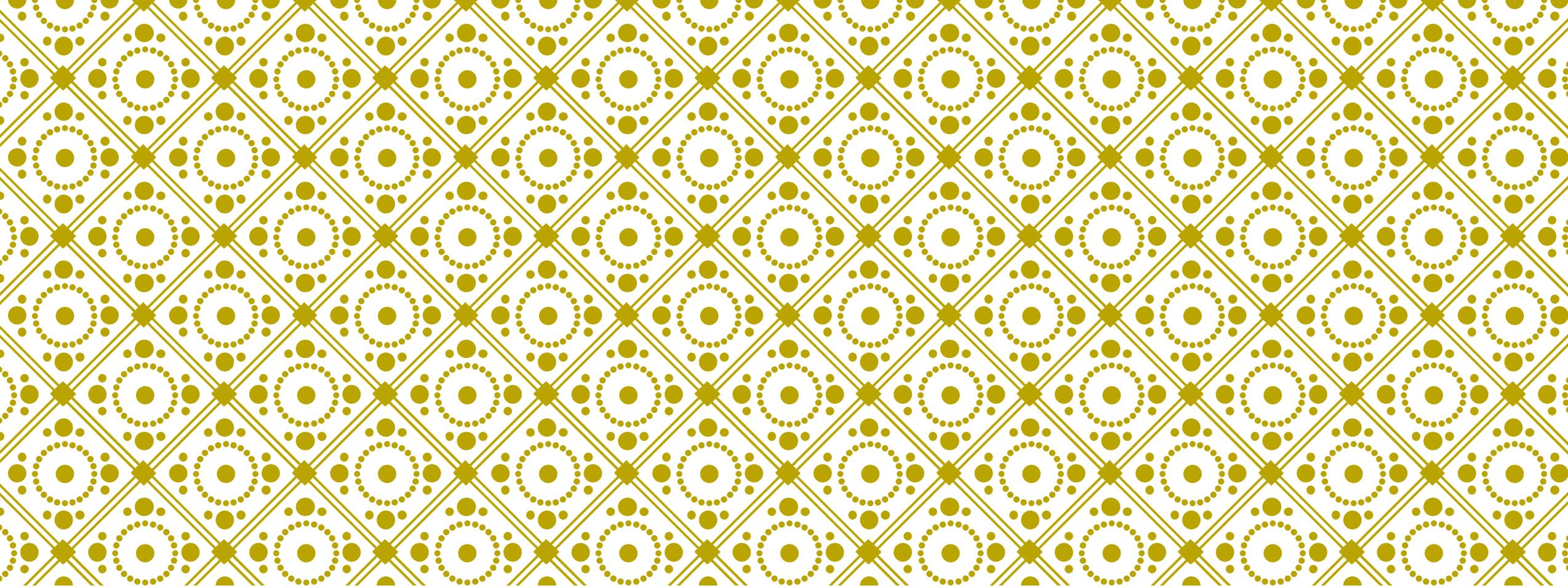
Continue to work with your leader until their last congregational event.

It is important to stay focused on the current ministry and the work you have chosen to do together.

Now is the time to make sure that all congregational records are up to date.

Be sure that the financial reports are current, that vacations are credited, financial commitments are complete.





ADDING A NEW ROSTERED POSITION

Work with [Deacon Darcy](#) to discern if you wish to add a Word and Service Leader or a Word and Sacrament Leader

ELEMENTS OF DISCERNMENT

Word and Sacrament

1. preach the word;
2. administer the sacraments;
3. conduct public worship;
4. provide pastoral care;
5. seek out and encourage qualified persons to prepare for the ministry of the gospel;
6. impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications;
7. witness to the kingdom of God in the community, in the nation, and abroad; and
8. speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

Word and Service

provide a ministry exemplifying the life of Christlike service to all persons and creation: nurturing, healing, leading, advocating dignity and justice, and equipping the whole people of God for their life of witness and service within and beyond the congregation for the sake of God's mission in the world.

1. being rooted in the word of God, for proclamation and service;
2. advocating a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the church's outreach, giving particular attention to the suffering places in God's world;
3. speaking publicly to the world in solidarity with the poor and oppressed, calling for justice in and proclaiming God's love for the world, and witnessing to the realm of God in the community, the nation, and abroad;
4. equipping the baptized for ministry in God's world that affirms the gifts of all people;
5. encouraging mutual relationships that invite participation and accompaniment of others in God's mission;
6. practicing stewardship that respects God's gift of time, talents, and resources;
7. sharing knowledge of the ELCA and its wider ministry of the gospel, and advocating for the work of all expressions of this church; and
8. identifying and encouraging qualified persons to prepare for ministry of the gospel.

PREPARE A JOB DESCRIPTION

Primary Areas of Responsibility

Specific Tasks

Supervision

To whom do they report?

Financial resources available

- Cash Salary

- Social Security

- Portico Retirement and Health Benefits

- Parsonage (in the case of a Word and Sacrament leader)

THE CALL PROCESS

Select a Call Committee. Your constitution will have instructions.

- Congregational Vote
- Council Appointment

Call Committee is installed at a regular worship service. Congregation prays regularly for their work

Call Committee works together to Prepare the [Ministry Site Profile](#)

Call Committee submits the completed MSP to the Council. Council reviews, may suggest changes, approves

Call Committee submits the approved MSP using the [ELCA on-line system](#).

MSP arrives in the Office of the Synod Bishop for review. If there are no changes and the reference form has been submitted, the MSP is activated

Deacon Darcy or Pastor Judith begin a search in the database for persons whose Rostered Minister Profiles exhibit a possible match of gifts and skills.

The Office of the Bishop presents a list of up to four possible matches to the Call Committee.



CONFIDENTIALITY

All names and conversations about candidates remain within the committee. NO ONE else receives any information.

CALL COMMITTEE INTERVIEWS

Carefully read all Rostered Leader Profiles

Schedule Interviews

Prepare for an initial interview of 45 to 60 minutes

- Brief introductions
- Prayer
- Open ended questions
- Be prepared to answer candidate's questions

ABOUT THOSE QUESTIONS...



Open ended

Tell me about a time when....

What are your top three ministry gifts and why?

Ask for behavior, not what they think they might do

Describe the steps you took to start a new program

What was a mistake you made and what did you learn from it?



DO NOT

Ask what they would do to “fix” your issues

Inquire about political attitudes or positions

Ask personal questions regarding family or relationship issues

Always be prepared to ask them about their faith.

Always be prepared to answer any questions about your faith.

COMMITTEE DISCERNMENT

Gather together in prayer and meditation to

- Share impressions
- Highlight gifts
- Decide on follow-up questions
- Rate the candidates you have interviewed from first to last
- Vote (2/3) to release any candidates that do not seem suitable for the ministry

Committee Chair

- Notifies any candidates that are released and thanks them for their interest
- Notifies Deacon Darcy or Pastor Judith
- Invites any remaining candidate(s) for another interview, a visit to the congregational site, and community

If there is one candidate remaining, this candidate is a **Primary Candidate** and must agree not to talk with any other congregations until a decision is made

CALL COMMITTEE MAKES A RECOMMENDATION TO THE COUNCIL



The Committee recommends the name of a candidate to the Congregational Council, along with the paperwork

The Council thanks the committee for their work and contacts the candidate. There may be an additional conversation. The council negotiates a compensation package with the candidate

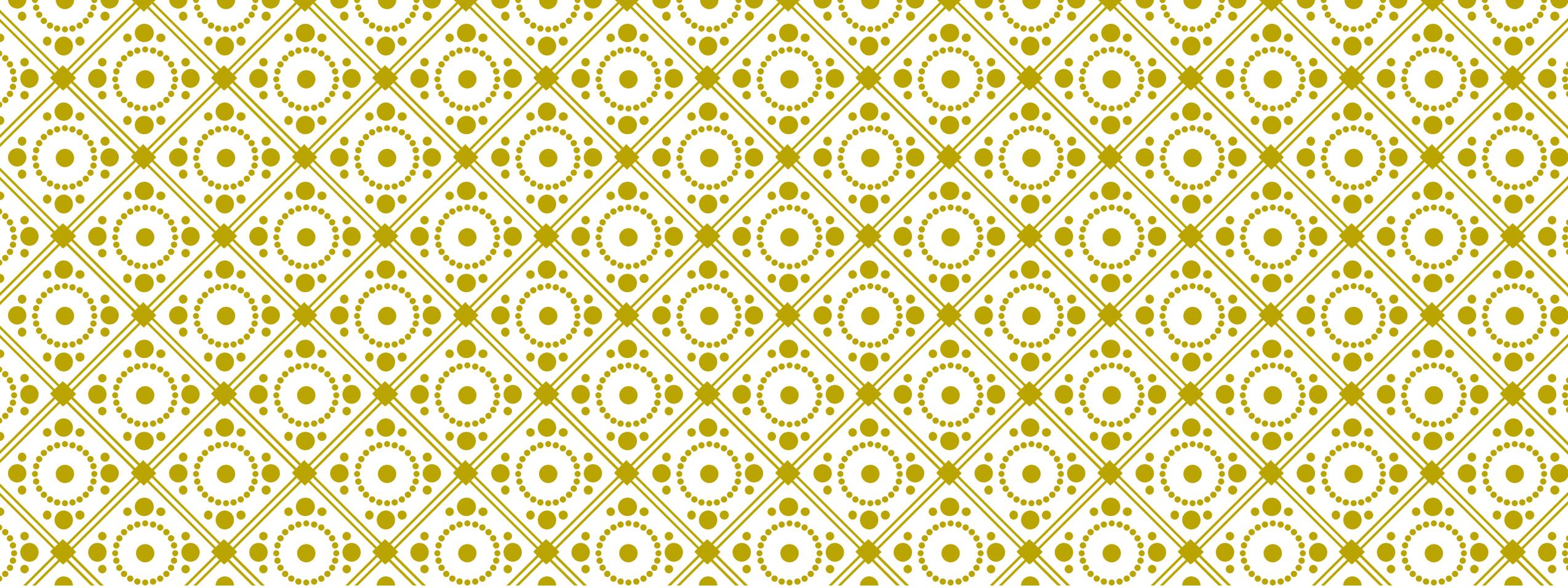
Cash Salary

Retirement Contributions and Health Benefits

The Council calls a special congregational meeting to elect a pastor/deacon and vote on compensation, according to the requirements of the constitution for special meeting.

The Council arranges for a Meet and Greet with the candidate before the meeting

The Council provides a short biography of the candidate to the members



THE CONGREGATIONAL MEETING

**Attendance to determine quorum
and the number of votes needed
to elect a pastor/deacon (2/3 of
those present)**

**Vote on Compensation Package
(simple majority)**

Synod leader present to certify

AFTER THE ELECTION

The congregational council notifies the candidate that they have been elected

The candidate has 30 days to give a reply

The congregational council notifies [Bishop Sue Briner](#) or [Deacon Darcy](#)

If the candidate accepts the call, congregational council makes plans for a start date and contacts the conference Dean to set up an installation

If the candidate does not accept, the call committee contacts [Bishop Sue](#) or [Deacon Darcy](#) to request new names

In the event a 2/3 majority is not achieved, the call committee contacts [Bishop Sue](#) or [Deacon Darcy](#) to request new names.