

Certification of Call Procedure

Name of Congregation: _____

Date of call meeting: _____

The undersigned certifies to the Bishop that these procedures were properly followed in issuing the attached Letter of Call:

_____ The Call Committee and the Congregational Council each voted to recommend the pastor to the congregation by at least a 2/3s majority vote.

_____ The Call Meeting of the congregation was convened in accordance with the constitutional requirements for such a meeting relative to advance notice and purpose of the meeting.

_____ The number of voting members at the meeting was confirmed. (Only voting members in good standing and present at the meeting are eligible to vote – proxy votes are not permitted.)

_____ There was a quorum of voting members at the Call Meeting.

_____ Opportunity for full discussion was made available to voting members in attendance.

_____ The Letter of Call, together with the Memorandum of Compensation, was extended by at least a 2/3 majority of voting members present and voting at the Call Meeting.

_____ Changes, if any, to the written-in portions were passed by a majority of those present and voting, and initialed by the Officers.

_____ The official ELCIC Letter of Call, along with the Memorandum of Compensation, was completed and signed by several members of church council. These documents are to be submitted to the Bishop for signature.

Respectfully submitted,

Bishop or Bishop's Representative

Date: _____