

THE CALL PROCESS AT A GLANCE

(To be placed in plain view of the congregation and appropriate committees. Check each item as you progress in the call process.)

- Council receives resignation of the pastor and chair of council contacts bishop (copy of resignation letter sent to bishop)
- Council/Congregation brings about appropriate closure with resigning pastor (copy of letter certifying records are in order sent to bishop)
- Council chair is given "Guide to Call Process" for guidance in the process
- Council meets with bishop's staff person assigned for congregation call process
- Council and bishop's office establish an interim ministry (Copy of Interim agreement to synod)
- Council determines compensation range for new pastor (full-time /part-time)
- Call committee is appointed/elected according to the congregation's constitution
- Congregational study completed (Including congregation history & vision for future)
- Call committee is installed
- Congregation as well as bishop and staff review study
- Call committee is trained (Call committee and assigned trainer arrange training dates. Appendix 9 is completed after training and sent to bishop's staff person)
- Call committee seeks God's guidance as they begin interview process for pastor
- Call committee receives availability for call forms from bishop's office
- Call committee makes contact with candidates shortly after availability for call forms are supplied through bishop's office (Interaction with each candidate usually follows a progressive process until a candidate is either not selected or is recommended to council: 1) phone contact, 2) initial interview, 3) phone follow-up, 4) arranging opportunity to see Pastor in her/his setting, 5) phone follow-up, 6) second interview, 6) name primary candidate, phone follow-up)
- Call committee continues the interview process keeping in frequent contact with congregation council, congregation and bishop's staff person (Appendix 16 is completed each time committee requests additional name)
- Call committee narrows selection to one candidate, whom they believe has been led to them by God, and asks that person to be the primary candidate
- Call committee recommends primary candidate to the congregation council
- Council meets with the candidate and makes a recommendation to extend call
- Congregational meeting is set. Appropriate paper work sent to bishop (call synod)
- Congregation meets the candidate
- Congregation votes to extend the call and terms of the call
- Pastor discerns and accepts the call
- Call paperwork is completed and sent to bishop's office ("Letter of Call" and "Definition of Compensation, Benefits and Responsibilities of the Pastor")
- Plans are made to welcome the new pastor
- Installation arranged with conference dean

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