

(2)

Northern Great Lakes Synod
CALLING A PASTOR

CHECKLIST FOR CONGREGATION COUNCILS AND CALL COMMITTEES

- Receive Resignation Letter from the Pastor
- Contact Synod Office to discuss interim arrangements and make appointment for Bishop or Assistant to Bishop to meet with Council (906.228-2300)
- Congregational Council Orientation with Bishop or Assistant to Bishop, exit interview with Pastor, and introduction of Interim Pastor
- Plan Farewell Celebration
- Contact Portico (1.800.352.2876)
- Form Call Committee – See Constitution of Congregation (C13.05) and “Forming a Call Committee” Page 4:3.
- Set up Call Committee meeting with the Interim Pastor
- Complete Ministry Site Profile and send electronically to Synod Office
- Give Suggested Candidates’ Names to Synod Office (optional)
- Receive name(s) from Synod Office in Meeting
- Contact Candidate(s)
- Send Letter?
- Prepare Interview Questions (pages 11:1-2) and make hospitality arrangements
- Do Interview(s)
- Contact Candidate(s) with Decision
- Reimburse Expenses for Interview
- Check References
- Call Committee Recommendations to Congregation
- Congregational Council sends letter to Membership announcing Congregational Meeting
- Congregational Vote
- Contact Candidate with Results
- Call Synod Office with vote results (including exact numbers)
- Prepare Letter of Call which is available from Synod Office
- Upon Acceptance by Pastoral Candidate, schedule Installation with Synod Office
- Notify Portico (1.800.352.2876)
- Press Release to local media
- Plan Installation and Welcome Celebration (Synod Office will provide model bulletins)