

COUNCIL MEETING AGENDA

Proposed Agenda for Meeting of Congregation Council and Synodical Bishop or Assistant to the Bishop upon Resignation of Pastor.

1. Introductions
2. Distribution of Agenda and Attendance Sheet
3. Devotions/Bible Study - Departing Pastor
4. Departing Pastor Check List :
 - a. Are financial obligations in order?
 - b. Are parish records up to date?
 - c. Has the departing pastor been asked to complete the departing pastor's Congregational Information Form and Salary Package and Support Information?
 - d. NGLS Policy regarding interim and former pastors
 - e. Exit Interview

(Due to the fact that the departing pastor is not involved in the discussion regarding a successor, he/she is normally excused at this time.)

5. Matters relating to pastor's departure
6. Appointment and Services of an Interim Pastor
 - a. Introduction of Interim Pastor
 - b. Remuneration for Interim Pastor – motion
 - c. Discussion of Forming a Call Committee
7. Steps Leading to the Calling of a Pastor
8. Other items of business
9. Adjournment
10. Closing prayer

Pastoral Transition: Proposed Policy of the Northern Great Lakes Synod Adopted by the Synod Council January 2017

By showing high regard to the current pastor, congregational members and clergy affirm the significance of the pastoral office which was once held by the former pastor.

Pastors and Congregational Leaders should be award of the following provision of the Synod Constitution:

S14.14. Ordained ministers shall respect the integrity of the ministry of the congregations which they do not serve and shall not exercise ministerial functions therein unless invited to do so by the pastor, or if there is not a duly called pastor, then by the interim pastor in consultation with the Congregation Council.

Congregations and pastors are to understand the professional ethics of ministry relating to former pastors, interim pastors and current pastors. A pastor who resigns or retires from a congregational ministry setting no longer serves as pastor to members of this congregation. Former pastors should not agree to pastoral responsibilities that rightfully belong to the current pastor of the congregation.

The PURPOSE of this paper is to clearly state the proper boundaries for former pastors, interim pastors, current pastors, and members of congregations relative to ongoing pastoral responsibilities and duties.

Former Pastors

If a former pastor is asked to officiate at a special service by members, he/she should respond immediately by saying: "Thank you very much for asking me, but it is simply NOT appropriate for me to do that since I am no longer your pastor." The former pastor then encourages them to communicate with their present pastor.

It is very natural that members turn again to a former pastor who perhaps baptized their children, or performed weddings and funerals for family members while serving as the family's pastor. Again, with great sensitivity, the former pastor should graciously decline and direct the family to their current pastor. As with other family friends, the former pastor might attend the service as a guest.

Former pastors should avoid the comment to members, "You'll need to speak *first* to your present called pastor about me doing this." Such a comment places the current pastor in the very awkward situation of having to relinquish the pastoral role to the former pastor, or saying no to the members' request and thus appearing insensitive, uncaring or insecure.

Interim Pastors

The interim pastor is the current pastor of a congregation until the time comes when the new pastor assumes the role of pastor and shepherd of the congregation. Whether part-time or full-time, the interim pastor should be contacted for all pastoral acts during the transition time. The former pastor should not be contacted by members to return to perform a pastoral responsibility during the transition. Exceptions to this are possible in extraordinary circumstances with permission of the bishop.

FORMING A CALL COMMITTEE

The whole church is best served when Call Committees are carefully and intentionally selected. Limiting the pool of people on the committee to those who volunteer often can limit the effectiveness of a Call Committee. This guide will help Congregation Councils to be intentional in the way that they form Call Committees. It can be helpful to think of the formation of a Call Committee itself as a call of members to serve in this capacity.

Call Committees are most often selected by the Congregation Council. Please see your congregational constitution. (C13.03) While the President of the Congregation should serve as a member, it can be helpful to include as members of the Call Committee several others who are not part of the council. The council will typically use the following steps in the formation of the committee:

- I. Describe what they would like the committee to look like;**
- II. Develop a long list of people who could serve on the Call Committee;**
- III. Prioritize the list; and**
- IV. Recruit people to serve on the Call Committee.**

This is not the only way to form a Call Committee but it is a guideline that has been helpful to other councils as they do this work. It is important to check your Congregation Constitution to see what requirements it has about the formation of a Call Committee. A Call Committee, unless specifically required by the constitution, should be no more than ten people.

I. What would we like the Call Committee to look like?

You can come up with your own list but the Call Committee might include or reflect:

- the age range of the congregation
- both new and long-term members as well as those in between
- demographics in the congregation and those in the community that should be addressed (family types, races, professions/occupations etc.)
- people who are trusted and respected by all in the congregation
- members who can participate in a decision making process, who will promise to attend meetings.
- leaders who understand how the congregation works
- members who have not been in the leadership loop
- those who understand that we do not control this process; God leads it
- those who can be discreet and respect confidentiality

It is not helpful for Call Committees to include:

- one-issue people or those who have an ax to grind
- people who are not team players
- dominating people who will not listen to others
- only those who volunteer

II. Develop a list of people who could serve on the Call Committee.

There are people who will be excellent members of a Call Committee but they will not step forward. After you have determined what you would like the Call Committee to look like, each member of the Congregation Council should bring the names of two people to nominate. This will result in a long list of names giving you a wide-range of people to consider. You can also provide an opportunity for members to nominate others. Most often, people will nominate themselves. You can add these people to the list that you are forming.

III. Prioritize the list.

Compare the list of people to what you would like the Call Committee to look like.

- Have some general conversation.
- Pray silently or aloud; ask God for guidance and thank him for working in this process.
- Continue your conversation.
- Pray some more.
- Prioritize your list using yes voting; each member of the council can vote for the number of people that you will have on the Call Committee; if you will have six on the Committee, each member of the council gets six votes; if you have eight on the Call Committee, each member of the council gets eight votes, etc.
- Pray.
- Consider your list. Does it reflect what you hope for? Converse and finalize your list.

IV. Recruit people to serve on the Call Committee.

Recruit them in the order they are on the list.

- Tell the person that he/she is being asked by the Congregation Council to serve on the Call Committee.
- Briefly describe the process and the importance of the work that is involved.
- State that the council is forming the Call committee with intention and prayer.
- Allow people time to pray about it and get back to you; follow-up if needed.
- Tell them that the Synod will provide an orientation session, upon request, for the Call Committee.