

(4.b)

Northern Great Lakes Synod
CALLING A PASTOR

CHECK LIST FOR INTERIM PASTOR WHEN THERE IS A PASTORAL VACANCY

1. Whenever possible, attend Congregation Council meeting with Synod Bishop or staff person to begin process of working with the congregation and to agree on appropriate remuneration.
2. Working with appropriate congregational leaders, arrange for leadership of worship, confirmation program, pastoral services, etc.
3. Attend monthly Congregational Council meeting.
4. Attend Congregation Council meeting with Synod Bishop or Bishop's representative when the name(s) of the candidate(s) is recommended.
5. Be present, if possible, when candidate is interviewed, and normally preside at Council or Call Committee meeting when nomination of candidate is voted upon.
6. Keep Synod office informed of developments in the interview and call process.
7. Upon completion of service, certify, with congregational secretary and Conference President or congregational president that parish records are in good order by completing the Parochial Records Audit (4.c/5.b, gray) and sending it to the Synod office.
8. See that Pastor-elect and Congregation Council contact the Bishop and conference President to arrange the service of installation. (Normally, red will be used as the liturgical color.)