

(7)

**CALL PROCESS POLICY**  
**Northern Great Lakes Synod**  
Adopted by Synod Council - September 10, 2011

**The Congregation Council is responsible for proceeding according to the Constitution adopted by the congregation and the Constitution adopted by the Northern Great Lakes Synod in the process of calling a pastor.**

**The ELCA Model Constitution (C9.01. and C9.02.) reads:**

**“Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by [this congregation] [the Congregation Council] to recommend the call, shall seek the advice and help of the bishop of the synod.**

**Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.”**

**In this synod, the Bishop recommends candidates to a Congregation Council or Call Committee. The Congregation Council or Call Committee nominates to the congregation and the congregation elects and calls through the vote of a congregational meeting.**

**Prior to the Departure of Current Pastor**

- The departing pastor will notify the Synod Bishop in writing of his or her resignation, being sure to include the date the resignation takes effect.
- In consultation with the Congregation Council President, an administrative interim pastor will be assigned by the synod bishop. A part-time or full-time intentional interim may be employed by the congregation upon the recommendation of the bishop and approval of the Congregation Council.

Administrative Interims assist congregational leaders and congregations in planning and providing for the continuation of ministry during a pastoral vacancy. Usually, administrative interims also serve as parish pastor in a nearby congregation. Among their main responsibilities are to arrange for weekly pulpit supply, attend congregational council meetings when possible, and provide for pastoral care.

Intentional Interims are resident pastors who serve full time or part time. Usually intentional interims are pastors who have received specialized training and experience in interim ministry. Generally, these pastors contract with congregation(s) with regard to compensation and responsibilities specific to the setting, but they are called by the synod specifically for intentional interim work.

- Appropriate compensation shall be agreed upon at the beginning of his or her appointment as Interim Pastor or employment as Intentional Interim Pastor.
- The Congregation Council is to work with the Interim Pastor to arrange for leadership of worship, confirmation program, pastoral acts, times of council meetings, etc. Appropriate compensation shall be agreed upon at the beginning of his or her appointment as Interim Pastor.
- The Interim Pastor (either part-time or full-time, administrative or intentional) is not eligible to be the next regularly called pastor of the congregation(s).
- An exit meeting with the Congregation Council, the departing pastor, interim pastor, and bishop (or the bishop's representative) is scheduled.
- The Secretary of the Congregation Council and the Conference President confirm, in writing to the Synod Bishop, that parish records are in order.
- If not already in process, plans begin for a recognition of ministry event for the departing pastor.

### **During the Interim**

The Congregation Council or Call Committee will have opportunity to engage in three Bible studies. The first and third of these studies will be led by the Bishop or the Assistant to the Bishop. The second Bible study will be led by the interim pastor. In addition to these three Bible studies, Congregation Councils and Call Committees are strongly to study scripture and participate in prayer whenever meetings are held.

- The Congregation Council is responsible for completing a Ministry Site Profile. This, along with information about how to download and best use of this form, is available online at [www.elca.org/Growing-In-Faith/Vocation/Rostered-Leadership/Call-Process/Call-Process-Forms.aspx](http://www.elca.org/Growing-In-Faith/Vocation/Rostered-Leadership/Call-Process/Call-Process-Forms.aspx) Note: the Ministry Site Profile must be filled out online.
- Upon completion, submit the Ministry Site Profile to the ELCA Database. The bishop will review the profile and, if necessary, offer suggestions for changes. Once completed it will be designated it as an active profile.
- Following the activation of the Ministry Site Profile, the bishop (or the bishop's representative) returns to meet with the Congregation Council or Call Committee and submits name(s) and Rostered Leader Profile(s) of candidate(s) for consideration. A majority voice vote is required to decide upon interviewing candidate(s).

- Before the meeting at which a candidate is interviewed, the Congregation Council or Call Committee and candidate normally reach agreement on a proposed compensation package by using the worksheet provided in the Northern Great Lakes Synod Compensation Guidelines and working with the Bishop or Assistant to the Bishop. A majority voice vote is required to recommend the proposed compensation package to the congregation if the process moves forward to a congregation meeting to vote on a Call.

#### Section A

1. Cash Salary
  - a. Annual Base Salary
  - b. Clergy Social Security Tax Allowance (50%)
2. Housing Allowance
3. Household Furnishings and Utilities Allowance
4. Home Equity Allowance

#### Section B

1. Pension
2. Health Benefit
3. Board of Pension Death Benefit, Retiree Support, Administration

#### Section C

1. Book Allowance
2. Continuing Education Allowance
3. Moving Expense

#### Section D

1. Annual Vacation
2. Continuing Education Time

- The Congregation Council President, Call Committee Chair, or other designee contacts the candidate(s) to make arrangements for the interview using either Option 1 or Option 2 provided on the yellow and green pages.
- The following information should be sent by the Congregation Council President or the Call Committee Chair to the candidate prior to the interview:
  - ✓ Annual Report for the past two years
  - ✓ Other helpful materials about the congregation
  - ✓ Congregation and community website information
- Following the initial interview, references provided by the pastoral candidate are contacted by either the Congregation Council president, the chair of the Call Committee, or an individual designated by the Congregation Council or Call Committee.

- The Congregation Council or Call Committee votes, using a written ballot, to nominate a candidate to the congregation. Two-thirds of all votes cast are needed for nomination. When two or more congregations are yoked together for the purpose of sharing a pastor, two-thirds of all votes cast from each Congregation Council or Call Committee are needed for nomination. When more than one candidate has been interviewed by the Congregation Council or Call Committee, only one candidate may be nominated to the congregation. This may occur before or after the candidate is invited to preach, lead worship, and meet more members of the congregation.
- The Congregation Council or Call Committee sets the date for the congregation call meeting.\* Review and follow your Congregation Constitution for procedural steps in holding the congregational meeting and electing a pastor. Refer to Chapter 9 (C9.01. and C9.02. quoted on page 1 of this document) and Chapter 10 (C10.02. and C10.03.) of the ELCA Congregation Model Constitution.

\*The approved Model Constitution for congregations reads as follows (C10.03.):

“Notice of all meetings of this congregation shall be given at the services of worship on the preceeding two consecutive Sundays and by mail to all (voting) members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.”

- If the vote fails, the Bishop or his/her assistant is consulted.
- If the vote passes, the congregation sends the following information to all members prior to the congregational meeting:
  - ✓ Biographical information of nominated pastoral candidate
  - ✓ Proposed Salary and Benefit Package
  - ✓ Official notice of the Congregational Call Meeting
  - ✓ Quotation from the Congregational Constitution defining who is a *voting member*

### **The Congregational Call Meeting**

- At the Congregational Call Meeting, two votes are required. The motion to call requires a two-thirds majority vote by written secret ballot. The second motion pertaining to the salary and benefits package requires a majority vote, by voice, for adoption.
  - “Shall \_\_\_\_\_ be nominated as Pastor of \_\_\_\_\_ Lutheran Church?”
  - “Shall the budget of the congregation be amended to allow for the following compensation for the pastor-elect: (The details of the compensation are here listed.)

(List items as shown under Proposed Compensation Package on pages 2 & 3)

- Immediately following the congregational meeting, the President of the Congregation Council or the Chair of the Call Committee notify the candidate regarding the outcome of the vote. The Congregation Council president or the chair of the Call Committee then notifies the Bishop or Assistant to the Bishop by phone.
- If the pastor is elected, the Congregation Council or Call Committee executes the Letter of Call and the compensation documentation. The Council Secretary sends the original forms to the Bishop, who will affix his or her signature and forward the Letter of Call to the pastor-elect. A copy should be retained by the Council Secretary for the church files. The pastor is to retain the original.

### **Following the Congregational Call Meeting**

- Normally, a pastor-elect has thirty days to respond to the Letter of Call. S14.12. of the ELCA Model Constitution reads: *“No ordained minister shall accept a call without first conferring with the bishop of this synod. An ordained minister shall respond with an answer of acceptance or declination to the Letter of Call within thirty days of receipt of such call. In exceptional circumstances with the approval of the bishop of this synod and the President of the Congregation Council of the congregation issuing the call, an additional fifteen days may be granted to respond to a Letter of Call.”*
- Assist the pastor-elect with moving arrangements.
- In consultation with the pastor-elect, the Conference President, and the Bishop or his/her appointee, arrange a date for the pastor to be installed.
- Upon conclusion of the Interim Pastor's ministry:
  - ✓ Thank the Interim Pastor for his/her service to the congregation
  - ✓ See that all agreed-upon compensation and expenses of the Interim Pastor are settled.
- Enjoy the new partnership of congregation and pastor in God's service!

# **PASTOR INTERVIEW SCHEDULE**

**(Thursday to Sunday)**

**Option 1**

## **Immediately Following the Decision to Interview Candidate**

A letter is sent to every member of the congregation using regular first class mail.

The letter invites members to attend and to meet the candidate giving a schedule of the weekend.

### **Thursday Afternoon**

Candidate is met by the Call Committee/Council President at the Church.

6:00 p.m. - Supper with the Candidate, spouse and Council/Call Committee and spouses only.

7:00 - 8:30 p.m. - Interview with the Candidate by Call Committee and or/Council only The Interim Pastor normally chairs the interview.

### **Friday**

Breakfast, lunch and/or supper with members. The pastoral candidate visits the area and places of interests. They may see the schools or talk with real estate agents, etc.

### **Saturday**

2:00 - 4:00 p.m. Reception at the church. The congregation is invited.

### **Saturday - Sunday**

Candidate preaches and presides at all worship services.  
Fellowship Hour or a meal concludes the day.

## **Monday or Tuesday Following the Interview Weekend**

Call Committee/Council meets and discusses the candidate. The Interim Pastor chairs the meeting. The following resolution is voted upon by secret ballot:

“Shall \_\_\_\_\_ be nominated as Pastor of \_\_\_\_\_  
Lutheran Church”

If two-thirds of the Call Committee/Council agrees to the resolution, then the council president or council calls a Congregational Meeting according to provisions of the bylaws.

The president of the Congregation or chair of the Call Committee telephones the candidate informing him/her of the decision.

## **Immediately Following**

A letter is sent to every member of the congregation using regular first class mail.

The letter announces the congregational meeting, invites members to attend the meeting and gives a brief biography of the candidate with proposed compensation.

## **Congregational Meeting to Call a Pastor**

The President of the Congregation convenes the meeting. The Interim Pastor is encouraged to attend if possible.

### **Agenda**

- I. Call to Order
- II. Opening Prayer
- III. Presentation of the resolution to Call a pastor by the Chair of the Call Committee or Congregational President.
  - A. The Call Committee/Council Members are asked to speak with their thoughts on the candidate.
  - B. Any others in the meeting are invited to speak to the resolution.
  - C. Tellers are asked to distribute the prepared ballot with the following resolution:  
"Shall \_\_\_\_\_ be called as Pastor of \_\_\_\_\_ Lutheran Church"
  - D. Ballots are collected and the tellers report the exact numbers in favor and opposed to the congregation. Two-thirds of those present and voting are needed for adoption.
  - E. The Chair of the meeting declares the result.
  - F. If the candidate is called, the following resolution is presented:  
"Shall the budget of the congregation be amended to allow for the following compensation for the pastor-elect: (List details of the compensation here.)"
  - G. A voice vote (majority to adopt) is satisfactory for the compensation resolution.
  - H. The chair announces the results and declares the adoption of the resolution.
- IV. Closing Remarks by the Congregational President
- V. Closing Prayer and Adjournment

The president of the Congregation or Chair of the Call Committee telephones the candidate and informs him/her of the decision.

## **PASTOR INTERVIEW SCHEDULE**

**(Mid Week)**

**Option 2**

Candidate is met by the Call Committee/Council President at the Church.

6:00 p.m. - Supper with the candidate, spouse and Council/Call Committee and spouses only.

7:00 - 8:30 p.m. - Interview with Candidate by Call Committee and /or Council only.

The Interim Pastor normally chairs the interview.

### **Following the Interview**

Call Committee/Council meets and discusses the candidate. A decision is made by two-thirds vote if the candidate is to be asked to continue the process and preach on a weekend at the church.

### **Immediately Following the Decision to Continue Process**

If affirmative, a letter is sent to every member of the congregation using regular first class mail.

The letter invites members to attend and to meet the candidate giving a schedule.

### **Saturday of the Weekend When Candidate Leads Worship**

2:00 - 4:00 p.m. Reception at the church. The congregation is invited.

### **Saturday - Sunday**

Candidate preaches and presides at all worship services.

Fellowship Hour or meal follows.

### **Monday or Tuesday Following the Interview Weekend**

Call Committee/Council meets and discusses the candidate. The Interim Pastor chairs the meeting. The following resolution is voted upon by secret ballot:

“Shall \_\_\_\_\_ be nominated to become Pastor of \_\_\_\_\_ Lutheran Church”

If two-thirds of the Call Committee/council agrees to the resolution, then the council president or council calls a Congregational Meeting according to provisions of the bylaws.

The president of the Congregation or Chair of the Call Committee telephones the candidate and informs him/her of the decision.



## **Immediately Following**

A letter is sent to every member of the congregation using regular first class mail.

The letter announces the congregational meeting, invites members to attend the meeting and gives a brief biography of the candidate with proposed compensation.

## **Congregational Meeting to Call a Pastor**

The President of the Congregation convenes the meeting. The Interim Pastor is encouraged to attend if possible.

### **Agenda**

- I. Call to Order
- II. Opening Prayer
- III. Presentation of the resolution to Call a pastor by the Chair of the Call Committee or Congregational President.
  - A. The Call Committee/Council Members are asked to speak with their thoughts on the candidate.
  - B. Any others in the meeting are invited to speak to the resolution.
  - C. Tellers are asked to distribute the prepared ballot with the following resolution:

“Shall \_\_\_\_\_ be called as Pastor of \_\_\_\_\_ Lutheran Church”
  - D. Ballots are collected and the tellers report the exact numbers in favor and opposed to the congregation. Two-thirds of those present and voting are needed for adoption.
  - E. The Chair of the meeting declares the result.
  - F. If the candidate is called, the following resolution is presented:

“Shall the budget of the congregation be amended to allow for the following compensation for the pastor-elect: (List details of the compensation here.)
  - G. A voice vote (majority to adopt) is satisfactory for the compensation resolution.
  - H. The chair announces the results and declares the adoption of the resolution.
- IV. Closing Remarks by the Congregational President
- V. Closing Prayer and Adjournment

# Faith Lutheran Church

A Congregation of The Evangelical Lutheran Church of America

Church Council:  
Nancy Harmala, Presiden  
Rita Miller, Vice-President  
Marilee Koval, Secretary  
Laura Korte, Treasurer

Reverend Kenneth Lahners,  
Interim Pastor  
906-486-6791

February 18, 2011

Dear Member of Faith,

Faith Lutheran Church is at an exciting point in the life of our church as we seek a new pastor. As you may know, the Call Committee recently interviewed a pastoral candidate, and we would like the congregation to meet our candidate and hear him preach as he leads us in worship.

Please mark your calendar and plan to join us for the following important events:

Saturday, March 5  
2:00 – 4:00 p.m. Meet & Greet Reception  
Fellowship Hall

Sunday, March 6  
10:30 a.m. Worship with Holy Communion  
11:30 a.m. Potluck Luncheon

Our candidate, David J. Johnson, is a young seminarian from Quinnesec, Michigan, where he currently resides and serves as a pulpit supply pastor in the Northern Great Lakes Synod. David completed his Master of Divinity at Luther Seminary in Saint Paul, Minnesota, in 2009 and holds a bachelor of science in psychology from Northern Michigan University. His internship was completed at Hope Lutheran Church in Atascadero, California. While attending Seminary, David served as the Director of Youth and Family Ministries at Cross of Glory Lutheran Church. He has two young children, Christopher (3 years) and Zachary (9 months).

David shared he first felt called to the ministry while he was in high school, but he found himself following a path towards police work. During his junior year at Northern, he became involved in Concordia Lutheran Church where he assisted the pastor in developing a youth group. The pastor recognized he had a gift for ministry and suggested he consider attending seminary. After much prayer and reflection over these comments, David began the candidacy process.

David describes himself as a relational person. Others have described him as a kind, compassionate individual who is willing to listen. Preaching and leading worship are among his favorite pastoral activities, and he enjoys getting to know people through personal visits. He has spent six years focused on youth ministry and has been "able to connect with the youth and present the Gospel in a real way."

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Please keep in mind that a Call has not been offered to the candidate. Inviting him to meet our congregation and lead us in worship is an important next step in the call process. The Call Committee will meet on Monday, March 14, to discuss next steps which would be to either nominate the candidate to the congregation or terminate the call process with the candidate.

We hope you will make every effort to meet David, and remember to share your feelings with members of the Call Committee before we meet on March 14. In the meantime if you have any questions or concerns, feel free to contact any member of the Call Committee.

Yours in Christ,



Ken Blau  
Chairman, Faith Lutheran Church Call Committee

**Faith Lutheran Church Call Committee**

Ken Blau: 486-6006  
Ross Carlson: 486-9040  
Bucky Johnson: 486-6239  
Marilee Koval: 485-4349  
Dave Magnuson: 485-1642  
Robyn Stille: 485-5943  
Carole Watson: 486-6791

## Faith Lutheran Church

A Congregation of The Evangelical Lutheran Church of America

Church Council:  
Norma Denney, President  
Nancy Harmala, Vice-President  
Rita Miller, Secretary  
Laura Korte, Treasurer

Reverend Kenneth Lahmers,  
Interim Pastor  
906-486-6791

March 27, 2011

Dear Member of Faith:

Our Call Committee recently sent an invitation to everyone to come and meet our new pastoral candidate and listen to him preach. On March 5<sup>th</sup> a meet-and-greet reception was held in our Fellowship Hall and on March 6<sup>th</sup>, the worship was lead by our candidate followed by a potluck luncheon.

Our candidate, David Johnson, is a young seminarian from Quinnesec, Michigan, where he currently resides and serves as a pulpit supply pastor in the Northern Great Lakes Synod. David completed his Master of Divinity at Luther Seminary in St. Paul, Minnesota in 2009 and holds a bachelor of science in psychology from Northern Michigan University. His internship was completed at Hope Lutheran Church in Atascadero, California. While attending seminary, David served as the Director of Youth and Family Ministries at Cross of Glory Lutheran Church. He has two young children, Christopher (3) and Zachary (9 months).


David describes himself as a relational person. Others have described him as a kind, compassionate individual who is willing to listen. Preaching and leading worship are among his favorite pastoral activities and he enjoys getting to know people through personal visits. He has spent six years focused on youth ministry and has been "able to connect with the youth and present the Gospel in a real way."

As a result of the candidate's visit and the feedback the Call Committee has received from our congregation, the committee has voted and unanimously decided to extend a call to the candidate to accept the position as our pastor at Faith.

On **Sunday April 10<sup>th</sup>** a congregational meeting will be held after the service to vote to accept David Johnson as our pastor. There will also be a vote on the salary package that will be offered to him.

We hope you will make every effort to come to this important meeting that will shape the future of Faith Lutheran Church.

Yours in Christ,



Norma Denney  
President, Faith Lutheran Church Council

#### IV. Proposed Compensation

Salary	\$30,400
Social Security	\$ 3,023
Health Insurance	\$11,220
Pension 10%	\$ 4,345
Disability	\$ 1,129
Adm. and Other	\$ 739
Moving Expenses	Yes
Continuing Education	\$ 850
Car	\$ 0.51 per mile (IRS rate)
Vacation	4 weeks
Cont. Education Time	2 weeks (not including Sundays)