

Call Process at a Glance

- Council receives resignation of the pastor
 - Copy of resignation letter sent to bishop and mailed to the congregation
- Council/Congregation bring about appropriate closure with resigning pastor
 - Financial accounts are settled between pastor and congregation
 - Parochial records are certified by council secretary
 - Appropriate celebration is planned
 - Rite of Farewell and Godspeed is scheduled
- Council meets with assistant to the bishop for explanation of call process.
- Council is given “Guide to Call Process” for guidance in the process.
- Council and bishop’s office establish an interim ministry.
 - Copy of interim agreement sent to bishop for signature
- Financial Compliance Review is conducted (See Guide for Congregation Councils, Appendix 4)
- Congregation’s constitution is reviewed and updated
- Council determines compensation range for new pastor (full-time/part-time)
- Call committee is appointed/elected after consulting with the assistant to the bishop and according to the congregation’s constitution (usually six members) (See Guide for Congregation Councils)
- Call committee receives orientation
- Call committee is installed (See Call Manual, Appendix 1)
- “Ministry Site Profile” (MSP) is prepared (See Guide for Congregation Councils)
- Call committee seeks God’s guidance as they begin interview process for pastor.
- Call committee may seek potential nominees from congregation (see Call Manual, Appendix 2)
- Congregation Council and bishop’s staff review “Ministry Site Profile”; bishop’s staff reviews candidate nominations from congregation.
 - (Bishop’s staff verifies proper “Rostered Person Profiles” through a nominee’s synod office and contacts nominees to determine potential interest in call process)
- Call committee receives “Rostered Minister Profile(s)” (RMP) from bishop’s office (see Call Manual, Appendix 3)
- Call committee conducts a practice interview with a pastor from a neighboring congregation

- Call committee contacts candidate(s) shortly after “Rostered Minister Profile(s)” are received from 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) provision of a welcome packet; 3) initial interview; 4) phone and written follow-up; 5) arranging opportunity to see pastor preach/preside at a neutral site; 6) phone and written follow-up; 7) name primary candidate, phone follow-up. 8) meeting with call committee and council; See Appendixes 4-9.)
- Call committee continues the interview process keeping in frequent contact with council, congregation and bishop’s staff person.
- 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 meets with Council to recommend primary candidate.
- Council meets with the candidate and makes a recommendation to extend call and approves financial compensation package and benefits.
- Congregational meeting is set; bishop’s office and candidate are notified first. Bishop’s office appoints synod council member or synod staff to attend to conduct voting, then bishop authorizes the meeting.
- Council announces meeting date to congregation, and makes arrangements for candidate’s visit.
 - (Candidate is normally introduced to congregation’s members prior to congregational meeting. Candidate normally preaches and presides at the worship service preceding the congregational meeting.)
- Congregation meets the candidate. Candidate preaches and presides at congregation prior to congregational meeting.
- Council president calls congregational meeting to order. Synodical representative conducts the meeting’s business and congregational vote. Congregation votes to extend the call and approves compensation package.
- Pastor discerns and accepts the call.
- Call paperwork is completed and sent to bishop’s office.
 - (Three copies of signed “Letter of Call” and “Definitions of Compensation, Benefits and Responsibilities of Pastor”)
- Plans are made to welcome the new pastor.
- Installation arranged with new pastor, congregation, bishop’s office, and conference dean.
 - (Ordination service for a seminarian is planned in consultation with the bishop’s office.)

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