

CALL PROCESS CHECKLIST

FOR CONGREGATIONS

- _____ 1. The congregation learns a vacancy will be occurring. Contact the Circuit Visitor & Northwest District LCMS immediately.
- _____ 2. Hold a Voters (Congregational) meeting to:
 - _____ A. Receive the Vacancy Packet from the Circuit Visitor.
Also check constitution for any specific regulations that may apply.
 - _____ B. Determine if they want a Vacancy, Interim, or Intentional Interim
- _____ 3. Request a list of possible Vacancy, Interim, or Intentional Interim (whichever was chosen) pastors from the District President's Office.
- _____ 4. Hold a Voters meeting, with the Circuit Visitor present, to choose the vacancy (or Interim) pastor.
- _____ 5A. If you have chosen to go with a Vacancy, at the Voters meeting you can also establish a Call Committee. Establish their guidelines and scope of responsibility.

OR

- _____ 5B. If Interim or Intentional Interim was chosen, set the time line. The Voters meeting (5A) to continue the Calling process would be held at a later date.
- _____ 6. Complete the Congregational Self Study.
- _____ 7. Inform the congregation of the results of the congregational Self Study. Set Opening and Closing dates for Congregational Nominations.
Make Nomination FORMS available for members who wish to submit a nomination.
- _____ 8. Mail the Congregational Self Study and all Congregational Nominations to the District President's Office.
- _____ 9. Names and information are received back from the District President's Office. The names are publicized with a deadline for objections to be registered confidentially with either the Circuit Visitor or the Call Committee Chairperson..
- _____ 10. The Call Committee narrows the list, conducts interviews, etc. (whatever was determined at the Voters meeting – see 5A).

- _____ 11. Date is set for the Voters Call Service.

- _____ 12. Approximately 2 weeks **before** the Call Service, call the District President's Office for instructions to download the Call Documents. Also request the parchment paper for the Cover Page of Call documents. Begin filling in the information on the Call Documents so the documents are ready to go immediately after the Call Service.

- _____ 13. Call Service is held with the Circuit Visitor present.

- _____ 14. Call is extended. Notify the called pastor and the District President's Office. Also notify (by letter is fine) any other pastors with whom you were in close contact through interviews, etc. that they did not receive the call.

- I. If the Call is accepted, notify the Circuit Visitor and the District President's Office.

- II. If the Call is returned, notify the Circuit Visitor and the District President's Office.
Then

EITHER Return to Step #11 with the remaining names

OR Request additional names from the District Office. If additional names are requested from the DO, determine whether or not there will be another open nomination period for the congregation.

Produced by Northwest District personnel, September 2004, based on and in compliance with Synod and District policies.