

Indiana-Kentucky Synod Transition Process Summary (Call Process Outline)

- 1.0** When a pastor/deacon resigns, a transition visit is conducted by the bishop of the synod (or designee), with the Congregation Council and the resigning rostered minister. The resigning pastor/deacon or the Congregation Council President should contact the Bishop's Office as soon as possible to schedule the visit.

Provision is made for pastoral service in one of two ways:

- 1.1** A pastor serving a neighboring ELCA congregation (or retired) is appointed to serve as **Pastor of Record**. Responsibilities include support of the congregational leadership by attendance at monthly council meetings and congregational meetings as their schedule allows, as well as emergency pastoral care for the congregation such as hospitalizations and funerals. The Sunday worship services are conducted by supply pastors secured by the congregation from a supply list provided by the synod office;

OR

An Interim appointment is made by the Bishop in cooperation with the Congregation Council. The **Interim Pastor** provides both weekday and Sunday pastoral ministry on a full or part-time basis as determined by the Congregation Council.

- 1.2** The names of the persons who can assist the congregation in discerning its health and mission, including the staff who oversee call process and conduct the Exploring God's Expectations Workshop is given to the Council. The Council Chair makes arrangements to meet with these persons as soon as it is appropriate to discuss immediate leadership needs and schedule the time for the workshop.
- 1.3** After the Exploring God's Expectations workshop has been done, contact the person in the synod office who works with the Call Process to schedule a meeting with them. This meeting should involve the Congregation Council and the Call Committee (see 2.0 below) to give an overview of the Call Process.
- 1.4** The name of the head of the Healthy Congregations Team is given to the Congregation Council to assist *if needed* in addressing any internal concerns.

- 2.0** The Congregation Council appoints, or the congregation elects, a Call Committee which is representative of the congregation membership and concerns (see C.13.05 or appropriate section of your congregation's constitution). The person in the Synod office meets with the Call Committee and Congregation Council to give an overview of the Call Process. A survey is conducted to determine needed leadership skills and interests and other information is gathered to complete the Ministry Site Profile. One to three candidates will be submitted to the Call Committee for consideration. The Call Committee has the responsibility of interviewing **all candidates** to be considered for call.
- 3.0** The Call Committee conducts an initial interview with the candidate(s) seeking to match the gifts and ministry style of the candidates with the stated needs of the congregation, as well as follow up interviews (most often in-person if not done already).

- 3.1** If none of the candidates are considered suitable, they will be notified by the call committee that they are no longer being considered for the call. Additional names will then be requested from the synod office via communication from the Call Committee chair.
- 3.2** If a primary candidate has been selected, the Call Committee refers that one name to the Congregation Council. The other candidates are immediately notified that they are no longer being considered for the call.
- 4.0** The Congregation Council interviews the selected primary candidate, and may either accept or decline that candidate. If declined, the process is repeated until the Congregation Council and the Call Committee are in agreement on a candidate to be nominated to the congregation.
 - 4.1** The Congregation Council refers the name of the nominated candidate for call to the congregation, announces a congregational meeting for consideration of the call, informs the synod office of the date of the meeting and receives the official Letter of Call and related materials from the synod office.
 - 4.2** The whole congregation is provided an opportunity to meet the candidate in an informal setting for fellowship and discussion, and in a formal worship setting.
 - 4.3** A Call Meeting is conducted by a representative of the bishop, at which time the letter of call for that candidate and the proposed compensation and benefits package are reviewed and acted on by the congregation.
 - 4.4** A 2/3's written ballot vote of eligible voting members in attendance is required to extend the call. The compensation and benefits package requires a simple majority vote for approval. No proxy or absentee ballots are permitted.
- 5.0** The completed letter of call and compensation/benefits form is signed by the council officers and is forwarded to the office of bishop to be reviewed and attested by the bishop. The call is then forwarded by the bishop to the candidate.
- 6.0** Upon receipt of the call form, the candidate has 30 days in which to respond.
- 7.0** With a positive response, a date is established for the start of service at the calling congregation.
 - 7.1** If the Call is not extended or declined, the process resumes with the Call Committee interviewing further candidates.
 - 7.2** Once the pastor/deacon accepts the call, the congregational leadership or new rostered minister should contact the synod office to secure a date for an Installation Service in consultation with the bishop.
 - 7.3** With the start of service at the calling congregation, the pastor/deacon is installed by bishop or designee.