

## THE PASTORAL CALL

### CANDIDATE, CONTACTS AND REVIEW

As a guide to proper contact and connection with each of the candidates involved in the pastoral call, please attend to the steps listed below:

1. Receive the list of the names from the Synod Office.
2. Review all of the names given to you.
3. Decide how many of the candidates offered to you will be interviewed. It is recommended that you interview all candidates.
4. Inform any candidates that you decide not to interview.
5. Set up interviews with those you have chosen to meet with face to face.
6. After interviews take place, meet to discern decision about candidates. .
7. Make a formal recommendation of which candidate your committee feels is the strongest to receive the pastoral call to your congregation.
8. Ask the church council to set a congregational meeting in which you will present the candidate's name whom you have recommended to extend the call to.
9. Offer the name to the congregation at its officially called meeting.
  - a. If the candidate's name is affirmed, the call will be extended through the Synod Office to the candidate you have chosen.
  - b. If the congregation turns back the name, you have the following options: You may offer the names of the others whom you interviewed. Or you may reject all of the names that you were offered, and ask the Synod Office to bring more names before you. (It is important to note that all of the names that have been offered must be ruled out, before any more names will be received. Once any candidate is ruled out of the process for your call, it is proper order that they be informed as soon as possible.)
10. Response of the candidate:
  - a. If the candidate agrees to the call, closure may be brought to the interview process.
  - b. If the candidate rejects the call, you have the same options as listed in step 9. b. above.

11. Closure items:

- a. Be sure that all candidates have been contacted and thanked for their interest in your congregation.
- b. Complete the evaluation forms for all the candidates not chosen and submit them to the Synod Office. This is done so that candidates might be made aware of the reasons for your choice as well as possible things that they might learn for future interviews as they seek to serve another congregation.
- c. Either strengthen or create a mutual ministry committee that will allow your new pastor to be better acquainted and to establish a solid footing for ministry as she or he begins the work with your congregation.
- d. Plan an official installation service for your incoming pastor, coordinating with the pastor, the synod staff and the leadership of your congregation to set a date.
- e. Thank all of the people who have worked so hard in this call process (the leaders of the congregation, the call committee, etc.) and bring the process to closure, perhaps through an official event of the congregation (a celebration day or whatever the congregation deems best).