



The Call Process of the East Central Synod of Wisconsin



One of the most common questions that is asked during the interim period in a congregation is: “What’s going on with the Call Process This insert is designed to acquaint you with the Call Process.

STEP 1: Your Church Council and the Congregation will be visited by a representative from the Bishop’s Office to walk through the guidelines and goals of the Interim process.

STEP 2: The Church Council will have work to accomplish during the Interim period.

- a) Review job descriptions of any current staff.
- b) Decide on the position to be filled.
- c) Decide on the salary range for the position.
- d) Make sure that all members of the congregation have an opportunity to share their views about the process.
- e) Address any on going issues of concern.
- f) Study constitutional requirements for establishing the Call Committee.

STEP 3: The Call Committee will be established and installed according to the guidelines of your congregation's constitution.

STEP 4: The Call Committee will have several important assignments to accomplish during their start-up phase.

- a) Compile a congregational profile.
- b) Hold conversations within the congregation as to the qualities to be sought in your next pastor.
- c) Compile interview questions and the format to be used for the interviews.
- d) Inform Church Council on progress.
- e) Inform the Office of Bishop on progress.

STEP 5: The Call Committee and the Church Council will meet to compare notes on steps 2 & 4 to make sure all is in order.

STEP 6: The Call Committee will call the Synod Office to set up a meeting with a representative of the Bishop’s Office.

STEP 7: A meeting will be held so that the representative from the Bishop’s Office can hear the report of the Call Committee and Church Council.

STEP 8: The Bishop’s Staff then begins a search process for appropriate names for the Call Committee to interview.

STEP 9: The names of prospective candidates seeking to fill the pastoral vacancy will be sent to the Call Committee.

STEP 10: Interviews are set up, and candidates are contacted.

STEP 11: Interviews take place.

STEP 12: The Call Committee makes a formal recommendation to the congregation. The members then vote to call the pastor according to the congregation’s constitution.

STEP 13: The Letter of Call will be sent to the candidate who then has three weeks to consider the Call.

STEP 14: If the candidate says “YES” a date for installation is set. If the answer is “NO” another name from those already interviewed may be selected or another round of interviews may take place.

(NOTE: Your prayers and actions of support for your leaders throughout this process are vital. Pray that the Holy Spirit may guide them in their efforts to secure your next pastor.)