



EASTERN SYNOD of the
Evangelical Lutheran Church in Canada

CALL PROCESS MANUAL

SECTION 5: PREPARING FOR THE CALL MEETING

5A. Putting Together the Compensation Package

5B. The Call Meeting

5A. PUTTING TOGETHER THE COMPENSATION PACKAGE

Once Congregational Council has accepted a recommendation from the Call Committee regarding a candidate for Call, the next step is to put together the compensation package. This is the responsibility of Council and will make up part of the recommendation that will go to the congregational meeting for a vote.

You will find a copy of the current “**Compensation Schedule for Pastors, Diaconal Ministers & Pastoral Supply**” in the appendix of this manual. (**Appendix 10**) You will also find a copy of “**Memorandum of Compensation, Professional Expenses and Benefits**” which you can copy and use as a worksheet. (**Appendix 11**) You will note that the Synod guidelines outline expectations for salary, housing, professional expenses, and benefits. You may also want to consider what level of remuneration the candidate is currently receiving. You should also review the sample **Letter of Call** that you will find in the Appendix of this manual. (**Appendix 12**) If you have any questions as you go through this process, please do not hesitate to contact your staff advisor.

Once completed, the compensation worksheet needs to be sent to Synod Office to become part of the call documents.

You should note that in July 2002 the Eastern Synod Convention passed a motion “that a synod sponsored **Transitions Workshop** be provided annually for all persons receiving a new Letter of Call; the costs to be covered by the calling congregations or employing agencies.” You will find reference to that motion in the “**Memorandum of Compensation, Professional Expenses and Benefits**” where you are asked to cover those costs. We know that participation in this event will help your pastor and you in the new beginnings of your relationship.

In the case of calls for new graduates, the synod convention in June of 2004 approved the creation of a **First Call** program of mandatory continuing education. This means an addition two years of extra continuing education following the **Transitions Workshop**; the costs to be covered by the calling congregations. We know that this program will help new pastors become successful in their call to ordained ministry.

One of the requirements of the call is to cover the cost of all moving expenses for your new pastor. If this presents an unworkable financial burden on your congregation there is the possibility of assistance from the Synod. Please refer to the **Synodical Moving Policy** found in the Appendix of this manual. (**Appendix 13**)

5B. THE CALL MEETING

The Congregational Council will set a date for a special Congregational Call Meeting in consultation with the Bishop's Office. Once the date has been set, Council should follow the congregation's constitution in notifying all eligible voting members of the special meeting.

The Bishop shall appoint someone to chair the meeting. Ordinarily the Bishop will appoint the Chairperson of the Congregation to serve in this capacity. On occasion the meeting may be chaired by another pastor or an Assistant to the Bishop.

In preparation for the Congregational Call Meeting, the Council should review portions of the congregation constitution relative to the calling of a pastor, including the number of voters required for a quorum and the definition of a voting member.

Unless it is conducted immediately following worship, the special meeting of the congregation to consider the calling of a pastor should begin with a devotional time. The Chair should then establish that a quorum of members is present and ask that this number be recorded in the minutes. The motion to call a pastor, including the compensation package is presented to the congregation. It may be helpful to hand out copies of the compensation package to the congregation. Information concerning the proposed candidate should then be presented to the congregation. The congregation should then be invited to address questions about the proposed candidate or the compensation package to representatives of the Congregational Council and Call Committee.

The vote to call a pastor will be by secret ballot. Proxy or absentee ballots are not permitted. **A two-thirds majority of votes cast is necessary for election.** In the case of a call to a parish, **a two-thirds majority of the total number of ballots cast within the parish, as well as a simple majority of the ballots cast in each individual congregation, is required for election.**

Tellers should be appointed by Council to distribute, collect and count the ballots. The vote is recorded on the form "**Official Congregational Call Meeting**", a copy of which you will find in the appendix to this manual. (*Appendix 14*) The tellers should then report the vote outcome to the Chair of the meeting who announces the results to the congregation. Careful minutes must be taken.

At the conclusion of the meeting, the Congregational Council Chair should express gratitude to the Call Committee for its work and assistance in the call process. If an approval to call takes place, the congregation should be informed that the candidate has 30 days to consider the call and will normally notify the congregation of his/her decision within that time.

At the end of the meeting, members of the Congregational Council and members of the Call Committee are asked to sign the call documents. These are then returned to Synod Office, signed by the Bishop, and forwarded to the candidate.

If the required two-thirds majority vote to call is not met, the Chair of the meeting declares that the candidate has not been called. When possible, the Congregational Council Chair and Chair of the Call Committee are advised to meet with the Bishop or Bishop's Representative to discuss the failure to elect and to initiate a renewal of the call process. Other Congregational Council members and Call Committee members may be included in this meeting, if desired.

A step-by-step agenda of the Call Meeting, including the details mentioned in this section, will be found in *Appendix 14* of this manual.