<table>
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<td>Interim pastor begins; Transition Team develops Ministry Site Profile (MSP)</td>
<td>Call committee works to identify and recommend a new rostered minister</td>
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<td><strong>Council</strong> <em>Introduces interim pastor to the congregation.</em> <em>Selects the Transition Team.</em> <em>Sets direction for the MSP process.</em> <em>Sees that the ministry of the congregation continues.</em> <em>Maintains contact with synod staff person.</em> <em>For co-pastor or associate calls, writes job description.</em> <em>Schedules town hall meeting to receive MSP report.</em></td>
<td><strong>Council</strong> <em>Appoints (or nominates) call committee.</em> <em>Receives report of call committee.</em> <em>Maintains the ministry of the congregation.</em></td>
<td><strong>Council</strong> <em>Sets dates for congregational meeting for call vote.</em> <em>Conducts background check.</em> <em>Works with candidate on compensation package.</em> <em>Plans farewell for interim pastor.</em> <em>Prepares welcome for new pastor including installation date.</em> <em>Participates with synod in six-month check-in.</em></td>
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<td><strong>Congregation</strong> <em>Prays for call committee.</em> <em>Makes nominations within set timeframe.</em></td>
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**CALL PROCESS OVERVIEW**

- **PHASE 1: Leave-Taking**
  - Rostered Minister announces they are leaving

- **PHASE 2: Interim & Transition Team**
  - Interim pastor begins; Transition Team develops Ministry Site Profile (MSP)

- **PHASE 3: The Call Process**
  - Call committee works to identify and recommend a new rostered minister

- **PHASE 4: Beginning New Ministry**
  - Call issued; new pastor is welcomed

**Council**
- Plans farewell for current minister.
- Meets with synod staff contact for exit interview and to secure interim.
- Arranges for pastoral coverage before interim begins.
- Develops communication plan to update congregation.

**Congregation**
- Participates in the farewell for the current pastor.
- Prays for the upcoming transition process.

**Transition Team**
- Usually not yet formed.

**Time Frame**
- 1-3 months
- 3-12 months
- 4-6 months
- 2+ months

**Pastoral Coverage**
- Pastor’s final weeks; supply pastor as a bridge to the interim if needed.
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**Council**
- Introduces interim pastor to the congregation.
- Selects the Transition Team.
- Sets direction for the MSP process.
- Sees that the ministry of the congregation continues.
- Maintains contact with synod staff person.
- For co-pastor or associate calls, writes job description.
- Schedules town hall meeting to receive MSP report.

**Congregation**
- Maintains the ongoing ministry of the congregation.
- Participates as invited in the development of the MSP.
- Meets at Town Hall to hear and affirm MSP as basis for call.
- Prays for the interim pastor, transition team and mission of the congregation.

**Transition Team**
- Works with interim pastor and/or meets with synod staff to define tasks.
- Develop the MSP which provides descriptions of congregation’s current life and dynamics, future mission challenges and goals, qualities sought in new pastor.
- Presents report to congregation at Town Hall.

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**Council**
- Sets dates for congregational meeting for call vote.
- Conducts background check.
- Works with candidate on compensation package.
- Plans farewell for interim pastor.
- Prepares welcome for new pastor including installation date.
- Participates with synod in six-month check-in.

**Congregation**
- Meets to vote on call committee recommendation for rostered minister.
- Says farewell to interim pastor.
- Welcomes new congregational leader.
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|                | Not yet formed.      | As MSP nears completion, committee is formed according to constitution. | • Determine process for interviewing candidates.  
• Receives names, interviews candidates, makes consensus decision to recommend final candidate. | • Assists in welcome of new pastor. |

| Synod Staff    | • Conducts exit interview with current pastor and council to determine interim needs.  
• Contacts possible interims and provides interim covenant form. | • Consults on development of MSP.  
• Supports work of the interim pastor  
• Participates in town hall meeting, if available. | • Meets to orient committee to call process.  
• Brings candidate names to committee. | • Provides synod guidelines and consults as needed on compensation.  
• Synod staff installs new rostered minister.  
• Bishop does all ordinations.  
• Synod staff returns in 6-9 months for check-in. |