

# CALL PROCESS OVERVIEW



	<b>PHASE 1: Leave-Taking</b>	<b>PHASE 2: Interim &amp; Transition Team</b>	<b>PHASE 3: The Call Process</b>	<b>PHASE 4: Beginning New Ministry</b>
	<i>Rostered Minister announces they are leaving</i>	<i>Interim pastor begins; Transition Team develops Ministry Site Profile (MSP)</i>	<i>Call committee works to identify and recommend a new rostered minister</i>	<i>Call issued; new pastor is welcomed</i>
<b>Time Frame</b>	1-3 months	3-12 months	4-6 months	2+ months
<b>Pastoral Coverage</b>	Pastor's final weeks; supply pastor as a bridge to the interim if needed.	Interim pastor	Interim pastor	Interim pastor; supply pastor as a bridge to new pastor if needed; new pastor.
<b>Council</b>	<ul style="list-style-type: none"> <li>Plans farewell for current minister.</li> <li>Meets with synod staff contact for exit interview and to secure interim.</li> <li>Arranges for pastoral coverage before interim begins.</li> <li>Develops communication plan to update congregation.</li> </ul>	<ul style="list-style-type: none"> <li>Introduces interim pastor to the congregation.</li> <li>Selects the Transition Team.</li> <li>Sets direction for the MSP process.</li> <li>Sees that the ministry of the congregation continues.</li> <li>Maintains contact with synod staff person.</li> <li>For co-pastor or associate calls, writes job description.</li> <li>Schedules town hall meeting to receive MSP report.</li> </ul>	<ul style="list-style-type: none"> <li>Appoints (or nominates) call committee.</li> <li>Receives report of call committee.</li> <li>Maintains the ministry of the congregation.</li> </ul>	<ul style="list-style-type: none"> <li>Sets dates for congregational meeting for call vote.</li> <li>Conducts background check.</li> <li>Works with candidate on compensation package.</li> <li>Plans farewell for interim pastor.</li> <li>Prepares welcome for new pastor including installation date.</li> <li>Participates with synod in six-month check-in.</li> </ul>
<b>Congregation</b>	<ul style="list-style-type: none"> <li>Participates in the farewell for the current pastor.</li> <li>Prays for the upcoming transition process.</li> </ul>	<ul style="list-style-type: none"> <li>Maintains the ongoing ministry of the congregation.</li> <li>Participates as invited in the development of the MSP.</li> <li>Meets at Town Hall to hear and affirm MSP as basis for call.</li> <li>Prays for the interim pastor, transition team and mission of the congregation</li> </ul>	<ul style="list-style-type: none"> <li>Prays for call committee.</li> <li>Makes nominations within set timeframe.</li> </ul>	<ul style="list-style-type: none"> <li>Meets to vote on call committee recommendation for rostered minister.</li> <li>Says farewell to interim pastor.</li> <li>Welcomes new congregational leader.</li> <li>Keeps all these transitions in prayer.</li> </ul>
<b>Transition Team</b>	Usually not yet formed.	<ul style="list-style-type: none"> <li>Works with interim pastor and/or meets with synod staff to define tasks.</li> <li>Develop the MSP which provides descriptions of congregation's current life and dynamics, future mission challenges and goals, qualities sought in new pastor.</li> <li>Presents report to congregation at Town Hall.</li> </ul>	Finished.	Finished.

	<b>PHASE 1 Leave-Taking</b>	<b>PHASE 2 Interim &amp; Transition Team</b>	<b>PHASE 3 Call Process</b>	<b>PHASE 4 Beginning New Ministry</b>
<b>Call Committee</b>	Not yet formed.	As MSP nears completion, committee is formed according to constitution.	<ul style="list-style-type: none"> <li>• Determine process for interviewing candidates.</li> <li>• Receives names, interviews candidates, makes consensus decision to recommend final candidate.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists in welcome of new pastor.</li> </ul>
<b>Synod Staff</b>	<ul style="list-style-type: none"> <li>• Conducts exit interview with current pastor and council to determine interim needs.</li> <li>• Contacts possible interims and provides interim covenant form.</li> </ul>	<ul style="list-style-type: none"> <li>• Consults on development of MSP.</li> <li>• Supports work of the interim pastor</li> <li>• Participates in town hall meeting, if available.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets to orient committee to call process.</li> <li>• Brings candidate names to committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides synod guidelines and consults as needed on compensation.</li> <li>• Synod staff installs new rostered minister.</li> <li>• Bishop does all ordinations.</li> <li>• Synod staff returns in 6-9 months for check-in.</li> </ul>