

Call Process Manual

Part A: Congregational council prepares for the call process



Saskatchewan Synod

Evangelical Lutheran Church in Canada

Approved by Synod council – January 2016

Strengthening Faith Communities for Service

CALL PROCESS MANUAL PART A

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Congregational council: Throughout the manual the term “congregational council” is used. In some contexts the role of “congregational council” may be delegated by constitutions or parish agreements to a parish council.

Bishop: When the term “bishop” is used, in some cases the role may be delegated by the bishop to a bishop’s representative.

CONGREGATIONAL COUNCIL NOTIFIES THE BISHOP AND ARRANGES FOR A MEETING

The congregational council is responsible for initiating the call process. This involves handling closure with the departing rostered leader, arranging for interim ministry during the vacancy, assessing congregational needs going forward, arranging for the congregational profile and appointing a call committee to manage the call process for the congregation.

When the rostered leader resigns (or when the congregation decides to engage leadership in some form) the congregational council notifies the congregation and contacts the bishop's office to arrange an initial meeting with the bishop. See www.sasksynod.ca for synod office contact information.

Synod Article VI, Section 6. When a pastor resigns, the congregational council shall receive the resignation, report it to the congregation and notify the bishop of this synod.

CONGREGATIONAL COUNCIL COMPLETES CLOSURE WITH THE ROSTERED LEADER

The congregational council handles closure with the departing rostered leader.

[Appendix A1](#) What to do when a rostered leader resigns.

[Appendix A2](#) Examination of Parochial records report

[Appendix A3](#) The exit interview

CONGREGATIONAL COUNCIL INITIAL MEETING WITH THE BISHOP

Congregational council meets with the bishop.

[Appendix A4](#) Agenda for initial meeting with the bishop.

In preparation for the meeting the congregational council reviews the Call Process Manual [Overview and Guiding principles](#) and Part A: Congregational council prepares for the call process, and prepares to discuss:

1. The status of closure steps with the resigning rostered leader
2. Ministry needs during the pastoral vacancy (when applicable)
 - [Appendix A5](#) Interim ministry expectations worksheet
 - [Appendix A6](#) Options for interim ministry
3. Pastoral leadership requirements going forward and the financial capacity of the congregation.

CONGREGATIONAL COUNCIL ARRANGES FOR INTERIM MINISTRY

Following the initial meeting with the bishop the congregational council arranges for interim ministry during the pastoral vacancy.

Synod Constitution, Article VI: Section 7. During a pastoral vacancy, an interim pastor or a vice-pastor shall be appointed by the congregational council after consultation with the bishop. The responsibilities of the two roles are defined in the Call process manual.

1. Congregational council drafts a contract and compensation package for the interim rostered leader and submits it to the bishop's office for review.

[Appendix A7](#) Contract for an interim rostered leader

[Appendix A8](#) Contract for a vice rostered leader

Saskatchewan synod compensation guidelines are located on the Resource Directory on www.sasksynod.ca (or contact synod office)

2. The congregational council contacts the potential candidates regarding their availability and informs the bishop when an interim is secured.
3. The congregational council officially installs the interim rostered leader at a Sunday worship service. (Note: Vice rostered leaders, as ministry coordinators, are typically not installed).

[Appendix A9](#) Installation of interim rostered leader.

CONGREGATIONAL COUNCIL ARRANGES FOR A CONGREGATIONAL PROFILE

The congregational council arranges for the completion of the congregational profile.

[ELCIC Congregational profile](#) (on www.sasksynod.ca or available from synod office)

The council may choose to complete the profile themselves, to ask the call committee to complete the profile or appoint a separate committee.

The Congregational Profile provides an opportunity to gather information, clarify needs for pastoral ministry and explore the congregation's history and vision for the future. Once complete, the profile assists the bishop in recommending potential candidates and provides a picture of the congregation for potential candidates.

When the congregational profile is complete a copy is sent to the bishop's office and to the chair of the congregational council. The chair will then distribute the profile to the members of the council.

CONGREGATIONAL COUNCIL ESTABLISHES A CALL COMMITTEE

The congregational council establishes a call committee to prayerfully study the leadership needs of the congregation and, in consultation with the bishop to conduct the search process and select the primary candidate to present to the congregation for call.

The formation of the call committee is often addressed in the congregational constitution. If there is no specific prescription in the constitution, the congregational council is charged with appointing the committee. Council may decide to take on the role itself, or may appoint the call committee.

- When the make-up of the committee is not prescribed by the constitution, the congregational council is encouraged to appoint a committee representing a broad cross section of the congregation. A workable number of persons in the group is five to seven. Each should be an active member of the congregation.
- In a parish relationship or in an ecumenical partnership, the formation of the call committee takes into consideration the members of the extended ministry group.

- The call committee chair may be appointed by the congregational council or the committee membership may appoint a chair from the committee membership.

The congregational chair provides members of the call committee with:

- a copy of the congregational profile (the complete profile if completed by the council or a special committee or the blank form if the call committee is being asked to complete the profile)
- Call process manual [Overview and Guiding principles](#) and [Part B: Call committee selects a primary candidate](#).
- Budget set aside to cover costs associated with selecting the primary candidate (travel and lodging associated with the interviewing process)

CALL COMMITTEE IS INSTALLED

The congregational council arranges with worship leadership for a time during congregational worship to formally recognize and install the call committee. The installation is an opportunity for prayerful commitment of the call committee members to their task, to ask God's blessings, to invite the prayers of the congregation throughout the process, and to introduce the call committee to the congregation.

[Appendix A10](#) Installation of call committee.

APPENDIX A1 – WHAT TO DO WHEN A ROSTERED LEADER RESIGNS



When a rostered leader resigns he/she submits his/her letter of resignation to the congregational council and sends a copy of the Letter of resignation to the bishop and to the conference dean.

1. **The congregational council accepts the rostered leader's Letter of resignation** at a regular or called meeting.
2. **The congregational council informs the congregation** of the rostered leader's resignation. A letter may be sent to all members of the congregation to inform them that the council has accepted the rostered leader's resignation and the last date on which the rostered leader will serve the congregation.
3. **The congregational council chairperson contacts the bishop's office** to confirm the rostered leader's resignation and the effective date of that resignation and to initiate the call process by arranging an initial meeting with the bishop and congregational council.

[Appendix A4](#) Agenda for initial meeting with the bishop

4. **The congregational council secretary and conference dean receive parochial records** from the rostered leader. The secretary of the congregation arranges a meeting of the conference dean, the resigning rostered leader (prior to his/her departure) and him/her self to review and receive the parochial records.
 - The parochial records consist of a record of all baptisms, confirmations, weddings, burials, and a current accurate membership list.
 - The Parish Register of each congregation as well as the mailing lists and contact lists remain the property of the congregation.

The conference dean reviews the records with the rostered leader and the congregational secretary.

[Appendix A2](#) Examination of parochial records report

5. **The congregational council settles all financial obligations** with the departing rostered leader before calling a successor. This includes:
 - salary as well as all benefits due as of the effective date of resignation.
 - any debt or other financial obligation incurred by the rostered leader to the congregation.

Any special requests from the departing rostered leader that extend beyond normal and customary departure procedures, should be shared with the bishop before being officially granted, and any action taken should be properly recorded in the congregational council minutes.

6. **An exit review** with the resigning rostered leader is conducted by the conference dean. The exit interview is completed in preparation for the initial meeting with the bishop.

[Appendix A3](#) The exit interview

7. The congregation honours and thanks the departing rostered leader

The congregational council may plan appropriate expressions of appreciation for the resigning rostered leader and his/her family. Possibilities may include:

- a reception, including invitations to fellow rostered leaders, the bishop and conference dean community leaders, and friends of the congregation;
- a formal dinner to include those suggested above;
- a love gift to the rostered leader and family as an added expression of thanks.

A special committee may be appointed to recommend the type of event and to coordinate all the congregation's expressions of appreciation.

An order of Farewell to a rostered leader (available in the Occasional Services book) would be appropriate to include as a part of the liturgy on the rostered leaders last Sunday with the congregation.

APPENDIX A2 – EXAMINATION OF PAROCHIAL RECORDS REPORT



Date: _____ Rostered leader: _____

Congregation: _____

Address: _____

Dean: _____ Congregational secretary: _____

1. Record of pastoral acts:

- a. Are the baptismal records complete? Yes No
- b. Are the confirmation records complete? Yes No
- c. Are the marriage records complete? Yes No
- d. Are funeral records complete? Yes No

2. Current membership list/file:

- a. By what method are names and addresses of members recorded? _____

- b. Where are these records kept at the present time? _____
- c. Are they up-to-date? Yes No

3. If there are other records that will be of interest to the next rostered leader, describe them and their location:

Mailing list Yes No Where _____

Sick/shut in list Yes No Where _____

Other Yes No Where _____

4. Was the Parochial Report for last year sent in to National office? Yes No

Examination of Parochial records date: _____

(Signature of dean or authorized rep) _____
(print name)

(Signature of congregational secretary) _____
(print name)

Once completed the form is forwarded by the dean to the synod office. One copy is retained in the congregation's office for the new rostered leader.

APPENDIX A3 – THE EXIT INTERVIEW



When a rostered leader is leaving a pastoral charge conducting a formal exit interview provides an opportunity to talk about the time spent in the position. The interview is intended to give the rostered leader opportunity to take steps toward closure. It is also intended to aid the congregation in understanding its own strengths and challenges as it moves to call its next rostered leader.

The exit interview is conducted by the dean. In usual circumstances the dean asks the church council executive or the mutual ministry committee to participate in the interview.

Time for sharing

The following dialogue starter questions may be posed:

To the rostered leader.

1. What were your hopes and dreams for the congregation when you began ministry here?
2. What were some of the surprises you encountered in your first months among us?
3. In what ways is the congregation different now from when you came?
4. What have been some of your joys and sorrows during your ministry here?
5. What do you see as the strengths and the challenges of this congregation?
6. What are your present concerns for the congregation as you bring your ministry to a close?
7. What influenced you to decide to resign?

To the committee/executive.

1. What gifts has (rostered leader) given to this congregation during his/her ministry among you?
2. Are there some events or memories with special meaning that you would like to share?
3. How do you think (rostered leader) will be remembered by this faith community?

Time for clarification

Discuss together what this means:

Saskatchewan Synod bylaws, Part III, Section 7. "A minister shall not preach or perform any ministerial act within the parish of another rostered leader except at the latter's request or consent, or visit or perform ministerial acts in time of a ministerial vacancy, except by invitation of the interim minister or congregational council."

Discuss placing the following announcement in the bulletin and newsletter after the rostered leader leaves:

While Pastor/Diaconal Minister _____ is still a rostered leader, he/she is no longer our Pastor/Diaconal Minister. We love and cherish the friendship we have had, but we will not ask for further pastoral services such as counselling, baptisms, weddings and funerals.

APPENDIX A4 – AGENDA FOR INITIAL MEETING WITH THE BISHOP



When the rostered leader resigns or when the congregation decides to engage rostered leadership in some form, the congregational council chair contacts the bishop's office to arrange an initial meeting with the bishop.

Preparing for the meeting

Congregational council: call the bishop's office well in advance to facilitate scheduling. Assure that all meeting participants have access to a copy of the Call process manual [Overview and Guiding principles](#) and Part A Congregational council prepares for the call process (print or online).

Congregational council/executive: review the Call process manual. Note any questions for clarification.

Agenda: Congregational council or executive meeting with the bishop

1. Call to Order: The congregational chairperson calls the meeting to order.
2. Approval/amendment of agenda.
3. Chair invites bishop to lead the meeting.
4. Bishop begins with devotions and prayer.
5. Discussion of council's plan for bringing closure to ministry of resigning rostered leader ([Appendix A1](#))
 - a. Status of parochial records examination.
 - b. Settling financial obligations with resigning rostered leader.
 - c. Status of exit interview with the previous rostered leader.
 - d. Plans for honouring and thanking resigning rostered leader.
6. Discussion of the ministry needs and possibilities during the time of pastoral vacancy
 - a. Interim ministry requirements of the congregation ([Appendix A5](#))
 - b. Options for interim ministry ([Appendix A6](#))
 - c. Possible candidate names for interim ministry.
 - d. Council/executive next steps.

7. Discussion of ongoing ministry needs and leadership possibilities:
 - a. Congregational ministry needs.
 - b. Financial capacity of congregation.
 - c. Leadership possibilities (pastor, diaconal minister, full time, part time, leadership shared with local ELCIC or ecumenical partners).
8. Discuss next steps in initiating the call process
 - a. Review Guiding principles and Call process (Call process manual Overview and Guiding principles)
 - b. Preparation of the congregational profile
 - c. Appointing and installing a call committee
 - d. Questions for clarification.
9. Chair closes meeting
 - a. Confirm next steps regarding:
 - Closure of previous ministry items
 - Securing interim ministry
 - Congregational profile plans
 - Call committee appointment
 - Communications with congregation
 - b. Chair determines that the agenda is complete, adjourns meeting.

APPENDIX A5 – INTERIM MINISTRY EXPECTATIONS WORKSHEET



The congregational council clarifies the ministry needs of the congregation. The congregational council and bishop may choose to use this worksheet to discuss and clarify expectations for the interim rostered leader.

1. What do you understand to be the overall ministry needs of your congregation at this time?
2. What is the funding available at this time for contracting the services of the interim/vice rostered leader?
3. Given the ministry needs and the funding available, how will the following pastoral tasks be handled?

Preaching:

- a. How many Sundays would the interim rostered leader preach?
- b. How many Sundays would be covered with supply ministers?

Teaching:

Do you expect the interim rostered leader to do any teaching?

- Sunday school
- Confirmation
- Youth Work
- Adult Education/Bible Study
- Other

Administration:

- a. How do you see the interim rostered leader's involvement with council meetings?
- b. What other meetings do you expect the interim rostered leaders to attend?
 - Committee(s)?
 - Staff meetings?
 - Other?

Pastoral Care:

- a. Do you expect the interim rostered leader to preside at weddings? funerals?
- b. Do you expect the interim rostered leaders to do pastoral counseling?
- c. What type of visitation do you expect the interim rostered leader to make?
 - Home visits
 - Hospital visits
 - Nursing home visits
 - Other (Describe)
- d. Do you expect the interim rostered leader to administer home communion?

APPENDIX A6 – OPTIONS FOR INTERIM MINISTRY



The congregational council, in consultation with the bishop, determines the most suitable type of interim ministry required and contracts an interim rostered leader to fill the congregation's pastoral vacancy. The two types of interim leadership considered include: Interim rostered leader (indefinite period or intentional period) or Vice rostered leader. In some cases Pay per service contractual services may be required to provide basic ministry maintenance.

Interim Rostered Leader

The role of the interim rostered leader is to serve the congregation during the interim period between the departure of an outgoing rostered leader and the entrance of the incoming rostered leader.

Contract: An interim rostered leader is contracted (rather than "called") by the congregation in consultation with the bishop. While the ministry performed is the same as that of a called leader, the contract is short term and may be terminated by either party given 30 days' notice. The term for the contract may be:

- An **indefinite** period of time **while the call process is proceeding**. The congregational council may choose to contract (in consultation with the bishop) an interim rostered leader in a situation where the council understands ministry needs that must be provided for by interim rostered leadership while the call process takes place.

Availability of interim rostered leaders for an indefinite term: The interim may be found among active rostered leaders with a call that is either part time or that has enough flexibility to take on an additional contract, a rostered leader on leave from call (perhaps seeking a call), or a retired rostered leader.

- An **intentional** period **before initiating a new call process**. In a situation where the congregation is having significant difficulty moving forward the congregational council may choose to contract (in consultation with the bishop) an interim rostered leader for an intentional period before engaging in the call process. The congregation may have experienced profound hurt or a deep division or another situation that congregational council and the bishop consider a roadblock to entering that call process. In view of this situation the council may opt for an intentional interim in order to take time to heal before moving forward to the next rostered leader.

Availability of interim rostered leaders for an intentional term: The intentional interim is either an "interim trained" itinerant rostered leader, or an available rostered leader with experience and expertise willing and able to take on a short term transitional contract.

Compensation package: Congregational council negotiates the compensation package for the interim leader according to the specific needs and financial capacity of a congregation and the availability of rostered leadership. Normally, an interim rostered leader is a full time position or a significant percentage of full time. The compensation package is guided by the Saskatchewan synod Compensation guidelines on the Resource Directory of www.sasksynod.ca (or available from synod office) and shaped in consultation with the bishop.

Eligibility for call: The contract with the interim rostered leader must specify whether the contracted interim rostered leader may or may not be considered for a regular call to the congregation (either option may be appropriate in a given context). In either case, the interim leader is not to be involved in the congregational call process.

[Appendix A7](#) Contract for an interim rostered leader

Vice rostered leader

The congregational council may choose to contract a “vice rostered leader,” in consultation with the bishop to act as a ministry coordinator, ensuring that the basic ministry needs of a congregation are met during the call process. The vice rostered leader may or may not choose to be part of the supply schedule. The vice rostered leader is intended as a short term interim appointment and is reviewed annually by the bishop and the congregational council.

Contract: A vice rostered leader is contracted (rather than “called”) by the congregation in consultation with the bishop. The contract is short term and may be terminated by either party given 30 days’ notice.

Availability of vice rostered leaders: Typically the vice rostered leader is an available local rostered leader. The rostered leaders may be found among neighbouring active rostered leaders with a call that has enough flexibility to take on an additional contract, a rostered leader on leave from call, or a retired rostered leader.

Compensation: While the interim rostered leader is normally full time or a percentage of full time, the vice rostered leader is provided with a minimal monthly stipend to organize a pulpit supply rotation, to arrange for ministry services (e.g. confirmation, weddings, funerals, etc.) and to see to it that the congregation reimburses those who provide the services on a fee-for-service basis (the vice rostered leader may elect to perform many of these ‘fee for service’ items him/herself). Fees are outlined in the pulpit supply section of the Saskatchewan synod compensation guidelines on www.sasksynod.ca (or available from synod office).

Eligibility for call: The contract with the vice rostered leader must specify clearly whether the contracted vice rostered leader may or may not be considered for a regular call to the congregation (either option may be appropriate in a given context). In either case, the vice leader is not to be involved in the congregational call process.

[Appendix A8](#) Contract for a Vice rostered leader

Pay per service contractual arrangements

In the event that a vice rostered leader is not available, the congregation may choose to contract Pay per service ministry to provide basic maintenance ministry. Fees are outlined in the pulpit supply section of the Saskatchewan synod compensation guidelines on the Resource Directory on www.sasksynod.ca (or available from synod office). For example:

- Presider at wedding service
- Officiant at funeral
- Confirmation ministry
- Hospital visitation
- Nursing home services

As pay per service arrangements do not include a deliberate connection with the synod, the congregational council chair informs the synod office of the ongoing congregational key contact person for the synod.

APPENDIX A7 – CONTRACT FOR AN INTERIM ROSTERED LEADER



In the Name of the Father, and of the Son and of the Holy Spirit. Amen

Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to be ministers in word and deed. So it is the privilege of every Christian to be a steward of the gospel of God’s reconciling love. The whole church ministers as it celebrates God’s presence, shares good news, care for those in need and witnesses to the power of God’s love.

The Evangelical Lutheran Church in Canada recognizes the office of rostered leaders, and the important role a called rostered leader plays in the life of a faith community. It also recognizes that there are occasions when congregations will need to be served by an interim rostered leader in a time of pastoral vacancy. Keeping in mind the apostolic advice that all things be done decently and in order (1 Corinthians 14:40), the church provides for a contract of ministry for an interim rostered leader.

Accordingly, this congregation and the Saskatchewan synod of the ELCIC contracts with,

_____ to serve as **Interim Rostered Leader**
(Rostered leader)

of _____
(Congregation/Parish)

Beginning _____ Ending _____
(Date) (Date - for intentional term contracts)

The Covenant between the Congregation/Parish and the Interim Rostered Leader:

That you, the Rostered Leader:

1. Preach
 - a. Preside at worship and administer the sacraments according to the practice and teaching of the Lutheran Church.
Specify number of Sundays per month if part-time contract is in place _____
 - b. Arrange for supply rostered leaders and lay ministry as necessary
2. Teach
 - a. Sunday school: _____
 - b. Confirmation: _____
 - c. Youth ministry: _____
 - d. Adult education: _____
 - e. Membership classes: _____

3. Pastoral care
 - a. Provide pastoral care to the parish according to their needs
 - i. Hospital visits: _____
 - ii. Visitation of the shut in: at nursing homes or at home: _____
 - iii. And uphold all in the parish in prayer.
 - b. Be responsible for conducting baptisms, confirmations, marriages, funerals.
4. Administration
 - a. Recording of baptisms, confirmations, marriages, and statistics of the parish promptly and fully, as requested by the ELCIC.
 - b. Maintain the congregation's connections and support of synod, and national church.
 - c. Give pastoral leadership for council meetings, for committees, and for all special congregational meetings, as needed.
 - d. Keep regular office hours on specific day(s) each week _____
5. Transitional pastoral work (*include for an interim leader contracted for an intentional term*).
 - a. Examine the history and traditions of the congregation and work together to add positively to these during your ministry
 - b. Assist the congregation to work through the transitional emotions that usually follow the departure of a rostered leader.
 - c. Prepare for a new rostered leader

That we, the Congregation

1. Commit ourselves to the gospel by faithful participation in worship, learning and fellowship activities.
2. Receive you as our interim rostered leader, uphold you in prayers, and accord you our love, respect and good will.
3. Look to you to preside at baptisms, marriages and funerals of members and celebrate Holy Communion.
4. Compensate you in the following ways: (based on the Synod compensation guidelines for this year)
 - a. Pay you a compensation per month for salary \$ _____
and for housing \$ _____
 - b. Reimburse you for car expenses, including to and from church and church related functions, at a rate of _____ per km, payable monthly upon submitting of record of kilometers driven.
 - c. Grant one week vacation for each 13 weeks of full time interim service.
 - d. Reimburse you for meals, housing, registration and mileage for synod and conference events for which your attendance is desired and indicated by the congregational council or the synod.

This contract may be terminated with 30 days' notice by any of the following: the interim rostered leader, the congregation or the Bishop of the Synod. The last Sunday of ministry will also terminate payment of salary and allowances.

Eligibility for Call:

Congregational chair and interim rostered leader select and initial an option below

- The interim rostered leader is not to be involved in the call process, but is eligible for call to this congregation
- The interim rostered leader is not to be involved in the call process, and is not eligible for call to this congregation

Witnessed by our hands on this _____ day of _____, 20_____

Congregational chair: _____
(print name)

Congregational Secretary: _____
(print name)

Rostered leader: _____
(print name)

Attested by: _____
(Bishop, Saskatchewan synod) *(print name)*

Copies to: Congregational council chairperson, the synod office, dean of the conference

APPENDIX A8 – CONTRACT FOR A VICE ROSTERED LEADER



In the Name of the Father, and of the Son and of the Holy Spirit. Amen

Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to be ministers in word and deed. So it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares good news, care for those in need and witnesses to the power of God's love.

The Evangelical Lutheran Church in Canada recognizes the office of rostered leaders, and the important role a called rostered leader plays in the life of a faith community. It also recognizes that there are occasions when congregations will need to be served by a vice rostered leader to provide ministry services while the congregation engages in the call process. Keeping in mind the apostolic advice that all things be done decently and in order (1 Corinthians 14:40), the church provides for a contract of ministry for a vice rostered leader.

Accordingly, this congregation and the Saskatchewan Synod of the ELCIC contracts with,

_____ to serve as **Vice Rostered Leader**
(Rostered leader)

of _____
(Congregation/Parish)

Beginning _____
(Date)

The Covenant between the Congregation/Parish and the Vice Rostered Leader:

That you, the Rostered Leader, Coordinate ministry in the following areas:

1. Preach: Prepare a schedule of pulpit supply for Worship times (vice pastor may or may not choose to take part in that schedule)
2. Teach: Arrange or provide available ministerial support for ministry in the educational area. (typically confirmation sessions, etc.).
3. Pastoral Care: Arrange for or provide pastoral care to the congregation for conducting baptisms, confirmations, marriages, funerals.
4. Administration:
 - a. Arrange for or provide counsel to congregational council.
 - b. Act as a liaison between the congregation and the synod.
 - c. Assure that the congregational council is aware of synodical compensation policy for contracted services.

That we, the Congregation

1. Commit ourselves to the gospel by faithful participation in worship, learning and fellowship activities.
2. Receive you as our vice rostered leader, uphold you in prayers, and accord you our love, respect and good will.
3. Compensate you in the following ways: (based on the Synod compensation guidelines for this year)
 - a. Pay you a vice rostered leader’s compensation per month \$ _____
 - b. Reimburse you for car expenses, including to and from church and church related functions, at a rate of _____ per km, payable monthly upon submitting of record of kilometers driven.
 - c. Reimburse you and those you contract for us according to the synodical guidelines.

Eligibility for Call:

Congregational chair and vice rostered leader select and initial an option below

- The vice rostered leader is not to be involved in the call process, but is eligible for call to this congregation
- The vice rostered leader is not to be involved in the call process, and is not eligible for call to this congregation

Witnessed by our hands on this _____ day of _____, 20_____

Congregational chair: _____ (print name)

Congregational Secretary: _____ (print name)

Rostered leader: _____ (print name)

Attested by: _____ (Bishop, Saskatchewan synod) (print name)

Copies to: Congregational council chairperson, the synod office, dean of the conference

APPENDIX A9 – INSTALLATION OF INTERIM ROSTERED LEADER



The congregational council designates a representative from the congregation to conduct the installation. This order of installation takes place during Sunday worship after the prayers of the people.

Council chair:

Pastor/Diaconal minister _____ on _____, your appointment to be our interim rostered leader began.

We, the members of _____ Lutheran Church/Parish,
_____, SK, now affirm you to be our Interim minister.

The Agreement is read (*optional*)

Rostered leader:

I, Pastor/Diaconal minister _____, in the presence of this congregation commit myself to this new trust and responsibility, and promise to discharge my duties and responsibilities in harmony with Scripture, the Lutheran Confessions, and the Constitution of the ELCIC.

Council chair: (*Congregation stands*)

People of God, will you receive this messenger of Jesus Christ, sent by God to serve God's people with the Gospel of Hope and Salvation?

Will you regard him/her as a servant of Christ and a steward of the mysteries of God?

If so, answer "we will".

Congregation: **We will.**

Council chair:

Will you pray for him/her, help and honour him/her for his/her work's sake, and in all things strive to live together in peace and unity of Christ? If so, answer "we will".

Congregation: **We will.**

Council chair:

The Office of Interim/Vice Rostered leader, and our partnership in the ministry is now mutually committed and begins in the Name of the Father, and of the Son, and of the Holy Spirit. Amen.
(Congregation is invited to greet the rostered leader with applause)

Presider at the worship service:

The peace of the Lord be with you all.

Congregation: **And also with you.**

The Exchange of Peace follows.

The worship service continues as the newly recognized interim rostered leader leads the gathering as the presiding minister.

APPENDIX A10 – INSTALLATION OF CALL COMMITTEE



The congregational council designates a representative from the congregation to conduct the installation. This order of installation takes place during Sunday worship after the creed; the congregation is seated)

Leader:

The following persons, having been chosen to be the Call committee, and are asked to come forward as their names are read. . .[*names are read*]

St. Paul writes: There are different kinds of spiritual gifts, but the same Spirit gives them. There are different ways of serving, but the same Lord is served. There are different abilities to perform service, but the same God gives ability for some particular service to everyone. The Spirit's presence is shown in some way in each person for the good of all.

You have been appointed to a position of leadership and trust in this congregation. You are to seek the will of God and the mind and spirit of the congregation with regard to our pastoral needs.

On behalf of your sisters and brothers in Christ, I now ask you: will you accept and faithfully carry out the duties of the Call committee? If so, answer "we will".

Congregation: **We will.**

(The committee faces the congregation; the congregation stands)

Leader:

People of God, I ask you, will you support these, your brothers and sisters in Christ, in their task and will you undergird their efforts with your prayers? If so, answer "we will".

Congregation: **We will.**

Leader: (to the Call committee members)

I now declare you installed as the Call committee of this congregation. God bless you and your work together in his name.

The service continues with the prayers and the peace.