



# Call Packet

A Guide to the Call Process for  
LCMC Congregations and Pastoral Candidates

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## Call Packet for Congregations and Pastoral Candidates

# INTRODUCTION

**Lutheran Congregations in Mission for Christ (LCMC)** is a voluntary association of congregations, distinct from a denomination. As such, LCMC does not employ pastors, conduct background screening or maintain a file of references or other employment information on those on our clergy lists. These responsibilities reside with the calling congregation. Therefore, LCMC respects the freedom of each congregation to call pastors they discern are most appropriate for their congregational ministry.

Our fundamental goal as an association is to proclaim the Gospel of Jesus Christ to the world. To do this, we believe we need faithful pastors and laity working together through the Holy Spirit. This call packet is one step toward a good working relationship between a congregation and a pastor. We invite you to follow these guidelines with prayer.

This call packet is not intended to restrict congregations; rather, it is meant to provide a suggested process and resource by which pastors are trained and called for Word and Sacrament ministry. These are guidelines with a core of solid, basic expectations leaving room for adjustment due to situational needs of each LCMC Congregation.



**lcmc**

Lutheran Congregations in Mission for Christ

Call Packet for Congregations and Pastoral Candidates

## This Section:

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**Definitions in the Call Process**

**LCMC Ministry Standards and Procedures for the Call Process**

**Congregational Readiness & Preparation**

**Suggested Steps in the Call Process**

**Issuing a Letter of Call**

**Communication Plan – Official Announcement**

**Ordination/Installation**

**Other Resources**

# Section 1

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## Call Information for Congregations

# Section 1

## Call Information for Congregations

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### DEFINITIONS IN THE CALL PROCESS

The Ministry Board of Lutheran Congregations in Mission for Christ recognizes the authority and responsibility of congregations of LCMC to call their pastors. As an association we maintain a website that provides congregations with the opportunity to list their openings and provide candidates a way to inquire directly to congregations concerning those openings. A call from a congregation may be either a **certified call** or a **contract call**.

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#### Certified Call

Congregations may call an individual to serve in their congregation with a **certified call**. Pastors may be “certified” for call when they have met LCMC requirements for pastoral certification. Certified pastors will have earned a Master of Divinity Degree from an accredited theological school or its equivalent, demonstrated proficient understanding of Lutheran theology, history, and practice; successfully completed a certification interview; and subscribed to LCMC’s Statement of Faith and Pastoral Admonition, including the characteristic practices of the sacraments in the Lutheran tradition. Certified pastors are available for call in any LCMC congregation. To complete a certified call, a candidate must have a letter of call from a congregation, or in the case of specialized ministry, from a ministry committee.

LCMC’s Ministry Board oversees the certification process for LCMC pastors. Certified pastors are strongly encouraged to be engaged in continuing education to enrich pastoral ministry, and congregations are encouraged to support continuing education for those they call. The congregation will determine the title for the position held by a person with a certified call. A current list of certified pastors can be found on LCMC’s website under **Directories > Certified Pastors**. (<https://www.lcmc.net/pastors>)

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#### Contract Call

Congregations may call an individual to serve in their congregation with a **contract call**. LCMC respects the freedom of each congregation to call pastors they discern are most appropriate for their ministry. A congregation may enter into a contract call arrangement with any person who will subscribe to LCMC’s Statement of Faith and Pastoral Admonition, including the characteristic practices of the sacraments in the Lutheran tradition. Contract call pastors may serve in the same capacity in their congregations as certified call pastors except their call is limited to the specific congregation calling them in contract. Since contract call pastors are not certified, they do not appear on LCMC list of certified pastors identified as “available for call”. However, they are listed on their individual congregational directories. A listing of all LCMC congregations and their current pastor(s) can be found on LCMC website

under **Directories > Congregations**.  
(<https://www.lcmc.net/congregations>)

Contract call pastors are strongly encouraged to be in an ongoing mentoring relationship with another certified LCMC pastor and to receive basic training and continuing education for pastoral ministry. Many of our partnering educational institutions provide programs specifically designed to aid contract call pastors in their ministry context. For a current listing, visit the LCMC website under **Pastoral Ministry > Seminaries** (<https://www.lcmc.net/seminaries>) We gratefully celebrate this partnership in ministry with congregations of LCMC. Pastors serving in contract calls are strongly encouraged to advance their education toward certification with support from their congregation to include a memo of understanding in that regard.

To provide maximum flexibility for congregations to meet a variety of ministry needs, congregations will establish the procedures for a contract call. Individuals serving a contract call are authorized for Word and Sacrament ministry. The calling congregation will give such authorization and will notify any appropriate LCMC district and/or LCMC association office. This notification will be made so that persons in a contract call will be invited to appropriate Pastors' meetings and encouraged to pursue continuing educational opportunities.

**If your call committee chooses to call a contract call pastor, please contact the Coordinator for Pastoral Ministry for LCMC (<https://www.lcmc.net/staff>) to make sure there is no known reason that may preclude the contract call pastoral candidate from serving in your congregation.**

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## Ministry Board

The **Ministry Board** is an association-wide group whose task is to oversee the certification process, maintain the list of LCMC certified pastors, and deal with

issues of clergy/pastor behavior to build and maintain relationship(s). This includes three proactive functions:

- Create and communicate clear expectations and processes for seminaries and seminarians.
- Provide clear information equipping congregations in their call processes.
- Create and maintain clarity in LCMC's certification process; overseeing certification application documents, questions and interviewers.

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## Ministry Committee

The **ministry committee** may be a group function within a LCMC District. In the absence of a ministry committee, LCMC's Ministry Board will oversee the process. A list of districts can be found on the LCMC website under **Directories > Districts and Groups** (<https://www.lcmc.net/districts>).

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## Church Council

Created by the congregation/church constitution, this is a group of congregational leaders responsible for governance of the affairs of the congregation. As a part of that governance they exercise authority to develop and oversee a process to call their next pastor (Note: The church council may be referenced by another name as defined by each church's governance structure).

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## Call Committee

Created by the congregation/church bylaws, this is a group of appointed or elected individuals to assemble and begin the work to formally search for the next congregational pastor(s). Note: Some congregations may elect to engage a specific search firm to assist their efforts.

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## Directory of Pastors

Pastors are listed on LCMC's website (<https://www.lcmc.net/pastors>).

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## Transition Team

Appointed or elected by a congregation as defined in their governance documents, this group is to lead and develop guidelines for a transition and change in pastoral leadership which may include appointment of an interim pastor or a transitional pastor until a new pastor is called.

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## Internship

The congregation may examine the possibility of being an internship site for a candidate who is working toward a *certified call*. In some cases, the congregation may issue a *contract call* to an individual during the period of internship and then later issue a certified call to the same candidate after completion of certification requirements.

# LCMC MINISTRY STANDARDS & PROCEDURES FOR THE CALL PROCESS

LCMC, as an association, affirms the priesthood of all believers. It commits itself in function and structure to equip and support all members of its congregations for their ministries within and outside of the household of faith. It is within and from this context of ministry that we declare that some are called by God to the public ministry of Word and Sacrament and other specific ministries. At the same time, all baptized members of our congregations are called by God to ministries in their daily lives. (LCMC Constitution – Article 3 – Ministry 3.01)

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## Congregations are responsible to call their pastor(s).

A call from a congregation may be either a *Certified Call* or a *Contract Call*. Clergy on the roster of another church body (i.e. denomination or association), who wish to become listed as LCMC clergy, can apply to the certification process in LCMC.

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## Inclusion On The List of LCMC Clergy

LCMC and its districts will maintain a list of those *certified pastors* serving in congregational and specialized ministry settings. The list can be found on the LCMC website under **Directories > Certified Pastors**. The LCMC website list will include the following STATUS categories:

- ALL (includes Active status)
- Available for Call
- Available for Call and Ordination
- Retired
- Emeritus
- Deployed
- Deployed as Chaplains

Except for retired pastors or those who have not served in a formalized call after a period of three years, a candidate's STATUS will be evaluated by the LCMC Ministry Board or its designees. The LCMC Ministry Board or its designee will maintain the clergy list. This list is publicly accessible on LCMC's website, <https://www.lcmc.net>.

A congregation, district and/or the LCMC Ministry Board will notify LCMC of any additions or changes to the list. Moral and criminal issues, past or present, which would affect a current or future call, are dealt with by the congregation and/or LCMC Ministry Board and may change a pastor's status. Other than maintaining contact information and certification documents, LCMC as an association

does not keep files on any listed individuals.

## 6 KEYS TO CONGREGATIONAL READINESS AND PREPARATION

The church council (congregational leadership) should prepare for the call process in the following ways:

### ☐ Refer To Congregational Constitution/Bylaws.

The church council is encouraged to check their church documents for proper procedures for conducting the call process, including formation of the call committee and extending a call to a pastor.

### ☐ Assess Congregation and Manage Transition.

- Consider putting together a transition team to handle issues related to interim ministry, managing conflict, congregational assessment, grief and other concerns that may be related to departure of previous pastor and change needed before arrival of new pastor.
- Assessment is critical to the success of the call process. Consider trained consultants for a thorough self-analysis. Lack of assessment can result in paralysis, conflict, strategic and tactical errors, and poor pastoral fit. For a sampling of assessment tools contact District Coordinators or LCMC Coordinator for Pastoral Ministry.
- Manage/resolve conflicts: Attend to any unresolved strife and struggle. One of the most damaging moves related to a new pastorate is to not

resolve issues before the new pastor's arrival. Consider an outside resource to help with difficult issues.

- Embrace (and celebrate) change. See: *Bridges, William. (2017). Managing Transitions: Making the Most of Change. Da Capo.*

### ☐ Determine Need For Interim And/ Or Transitional Leadership.

If a pastoral vacancy occurs by strife or sudden death of a pastor, the congregational church council should consider having an interim pastor to help heal the wounds and, if needed, correct causes of the conflict as well as assist with readiness for the next pastor. In addition, consultants who specialize in conflict situations may be engaged for guidance. Transitions from a longer-term pastorate may also warrant a need for interim and/or transitional leadership to assist with readiness for the next pastor.

### ☐ Determine Guidelines And Form a Call Committee.

- Formation of a Call Committee: As determined in the congregation's bylaws, this may be elected by the congregation or appointed by the council, which may then be affirmed by a congregational vote.
- Develop a committee recommended to be no more than nine members and represent the congregation to include all ages.
- Determine frequency of meeting. Call committee members must be available to meet regularly. It is critical for all members to be present during interviews for consistency in process.
- Build team and covenant for creation of trust and to get acquainted.
- Ask for commitment and set ground rules (including the confidentiality and the decision-making process to select final candidate).



- Prayerfully prepare. Gain alignment and uphold transparency within and among committee.
- Utilize a congregational profile (see reference below) to identify skills, abilities, and behaviors of preferred candidates
- Determine assignments and division of labors and duties. Avoid “we/they” language.
- Consider using a shared (Google or Dropbox) drive where all committee minutes, documents, and applications can be uploaded with access for call committee members only.

## ☐ Develop Job Description in Conjunction With the Call Committee.

Develop a job description for the pastor position based on the congregational assessment. (See **Attachment F** for assistance in writing a job description.) Make sure the job description is an accurate portrayal of current expectations and not just recycled from a previous situation.

## ☐ Define and Address Budgetary Needs.

- Identify a budget for the call committee search process and associated expenses in conjunction with the call committee.
- Identify and define a total compensation and benefit package for the pastor position to include salary parameters before candidates are selected. This is commonly determined by the congregational church council.
- Contact other local congregations to find out what is typical for your area, size of congregation and background/experience of the candidate. Another resource is [www.ministripay.com](http://www.ministripay.com) which is created by the National Association of Church Business Administrators to help congregations determine appropriate

compensation for clergy and other church staff positions.

- The congregational president should remain apprised during call process so a fair salary will be offered. A rule of thumb is to not go below the pastoral candidate’s current salary.
- Upon completion of the interview and selection process, work with the call committee to identify a total compensation package (including salary and benefits) as a part of the letter of offer to be extended to the recommended pastor candidate selected.

# SUGGESTED STEPS IN THE CALL PROCESS

## ☐ Step 1: Develop a Communication Plan in Conjunction With the Church Council.

Create open lines of communication between the call committee, church council and congregation. This is important throughout the process, while maintaining and respecting confidentiality of the candidates.

- ▶ Articulate & uphold the process. Keep the church council and the congregation appropriately informed of progress yet maintain and uphold the integrity of the work delegated and assigned to the call committee.
- ▶ Develop plan to communicate with interested candidates...respond promptly after receiving initial documents from each candidate and keep all candidates in the loop as to their status in relation to the process (including informing them you have moved on with another candidate).

## ❑ **Step 2: Develop a Congregational Profile in Conjunction With the Church Council.**

Determine WHO you are as a congregation, where you are in your ministry together and what God is calling you to do in the future. Be honest regarding what you want and need. (Attachment D)

- Caution: Many congregations may say they want to grow yet often resist change. If necessary, do you want someone to come in and firmly confront you as a congregation? Who will support the pastor if he or she does this, and how, specifically, will that support be shown?
- Engage and involve congregational members.
- Gather information by conducting a congregational assessment to include:
  - ▶ Conduct open forums
  - ▶ Facilitate listening posts
  - ▶ Engage consultant groups for assistance
  - ▶ Determine timeline with milestones

## ❑ **Step 3: Identify and Articulate Expectations of Pastoral Candidates in Conjunction With the Church Council.**

Since congregations are responsible to call their own pastor(s), when considering calling a pastor, they should think about their expectations of candidates, including the integration of information from any congregational assessment. Congregations may choose to call pastors who are certified with LCMC or pastors not yet certified (see: Definitions – Contract Call).

## **Credentials And Qualifications:**

Certified candidates should have a Master of Divinity degree from an accredited theological school or its equivalent and be certified by LCMC (see listing at <https://www.lcmc.net/pastors>).

Candidates not yet certified with LCMC: When considering candidates that are not yet certified with LCMC, note the following list of recommendations as candidates continue their course towards certification:

- ▶ If a candidate is a seminary student or contract pastor, it is recommended the candidate and congregation identify and engage a certified LCMC pastor with whom to develop a mentoring relationship.
- ▶ For students or graduates of non-Lutheran seminaries, the Ministry Board or its designee will decide what additional education should be assigned.
- ▶ Candidates will have a year of internship or its equivalent. This can be a regular seminary internship, an internship arranged by a ministry committee, or an equivalent experience, such as previous supervised work in a congregation.
- ▶ Clinical Pastoral Education (CPE) may be selectively required, and/or LCMC Ministry Board's process, Contextual Certification Exercise (CCE) may be required.
- ▶ Candidates will participate in a certification interview with a ministry committee. Upon completion of the certification interview and approval for a certified call, LCMC's administrative office will be informed of the candidate's availability for call.
- ▶ Clergy on the roster of another church body who wish to

become listed as LCMC clergy may apply to the certification interview process with LCMC.

- ▶ When appropriate, psychological testing may be administered for any candidate being considered.

In addition, it is recommended to evaluate the person in the following four areas: theology, morality, faith and practice. These four focused areas are intended to provide a way to create discussion and conversation between the congregation and the pastoral candidate.

### **Theology**

**(Ephesians 6:10-18, Hebrews 4:12, I Peter 1:22-23, I Timothy 4:3)**

It is critical that pastors have a solid biblical foundation and can apply the truth of Scripture to life in teaching and preaching. God's Word is given to us to reveal truth, and a personal commitment to the study of the Bible is crucial for the pastor. As part of the Lutheran community we want to know that our pastors understand the Reformation and Lutheran theology as expressed in the Book of Concord. It is important for pastors to have a good grasp of these principles: Confessional pastors can properly distinguish "Law and Gospel". Pastors also need to consistently address issues of faith and life without confusion or contradiction.

### **Morality**

**(Romans 6, Philippians 1:27, Colossians 1:9-14, I Timothy 3:1-10, Ephesians 4:25-27.)**

It is essential that pastors live lives worthy of the Gospel. Congregations should not take for granted that pastors are above reproach. It is reasonable to ask the questions, to do the research and to be thorough in doing so. The congregation is responsible to do the necessary checks of the candidate's history. This easily can be done through a county

department of human services using the person's social security number or any number of agencies or companies that specialize in these background checks. Congregations are encouraged to contact their church liability insurance carrier to see if they provide such resources at no or reduced cost. When pastors fail in morality, the damage can be severe. It is also important to acknowledge that all are sinners in need of a Savior and all are called to practice forgiveness, love and acceptance. The question is how sin will be handled. It is the responsibility of the congregation to determine if a candidate should serve in a leadership role in the congregation.

### **Faith**

**(Romans 10:8-10 & 17, I Corinthians 13:13, I Corinthians 8:7, Colossians 1:1-6, James 2:14-17)**

It is appropriate for a congregation to discuss faith issues with a candidate. What a candidate believes will affect the working relationship between the congregation and the candidate. Asking questions concerning a candidate's faith in Jesus Christ can be very helpful in assessing the potential of the candidate and the congregation to work together.

### **Practice**

**(I Corinthians 5:18, I Timothy 4:3-5, Ephesians 4:25-27, Matthew 5:33-37, Matthew 20:25-28, Mark 6:31, Philippians 2:1-11)**

This area addresses practical skills. The candidate should be adept at listening effectively, organizing groups, speaking with clarity, showing respect and demonstrating good interpersonal skills. Is the pastor faithful and reliable? Does the pastor follow through on what is promised?

Preaching and teaching are very much part of the practice of pastoral ministry. Is the candidate able to communicate effectively, not only from the pulpit but

also in other venues? Does the candidate demonstrate an interest in improving these areas? The congregation can examine these qualities in a live situation or have the candidate send a video or audio recording of a sermon or teaching.

Another aspect of the practice of ministry is leadership. If the congregation expects leadership, then leadership ought to be part of the discussion. Prior to the discussion, the congregation must determine the type of leader it seeks, for example: an administrator, a shepherd of souls, a facilitator who empowers others, a preacher, teacher, etc. The candidate should be able to describe work and study habits of an average day or an average week. The congregation might ask the candidate how he or she might divide time between work and home.

#### **Step 4: Actively Seek Candidates.**

- Post the open position. Refer to the process as outlined on the LCMC website under **Pastoral Ministry > Calling a Pastor > Post an Open Position** (<https://lcmc.net/church-staffing/263>).
- Ask input from congregational members or local pastors who may be aware of a pastor who may be a good fit for your congregation.
- A congregation might advertise in various media forums, contact seminaries, utilize the list of LCMC pastors available for call under **Pastoral Ministry > Calling a Pastor > Pastors Available for Call** (<https://lcmc.net/pastors-available>) or other online services. Names of candidates may come from other sources not listed here.

#### **Step 5: Prepare a Packet of Informational Materials for Candidates.**

Before securing names of candidates, prepare a packet of materials describing:

- The congregation (See **Attachment D: Sample Congregational Profile**).
- The community (consider contacting local Chamber of Commerce office for area highlights).

#### **Step 6: Request Documents from Candidates Seeking and Available for a Call.**

- Ask for a résumé from all pastors whom you are potentially interested in interviewing. The document "**Attachment A: Contact Information/Credentials Résumé**" includes an agreement with LCMC Statement of Faith.
- A completed background check release form (**Attachment B**).
- Letters of recommendation from a pastor, a co-worker and three other character references who are not relatives.
- Photocopy of driver's license or an identification equivalent.
- Prayerfully determine/screen which résumés seem to best match your specific needs/desires.

#### **Step 7: Develop Interview Questions, Including Behavioral-Based Questions.**

- Refer to **Attachment G** for sample interview questions.
- Follow this link to a document that identifies interview questions you can't ask with legal alternatives you can

ask: <https://www.comparebusinessproducts.com/fyi/30-interview-questions-you-cant-ask-and-30-sneaky-legal-get>

- ▶ 2018 Annual Gathering breakout session on behavioral-based Interviewing: <https://www.lcmc.net/interview-questions>

## **Step 8: Conduct Phone Interviews or Use Other Online Tools (e.g. Video Call, Facetime, Zoom, Gotomeeting Etc.) To Help Narrow the Number of Candidates to Bring in for a Face-to-face Interview.**

After reviewing all submitted materials and reviewing online sermons, narrow the field based on a developed "qualified candidate" set of criteria.

The call committee may prepare a brief list of questions to be used in the phone interview or use of current technology. These can be done with the call committee gathered together in one location, or through a conference call set up using free conference call tools. During the phone and/or face-to-face interview, don't hesitate to ask direct and penetrating questions. Feel free to add your own follow-up questions. You might think all candidates' answers would agree on these questions, but they don't! Not all seminary professors teach traditional Christian theology or values. *It's the congregation's responsibility to exercise due diligence.* The call committee is not looking for someone who interviews well, but for a pastor who fits the congregation (chemistry).

Thoroughly document and discuss each candidate's gifts and fit for your congregation.

## **Step 9: Arrange and Plan for An In-Person Interview.**

The chair or appointed person on the call committee should then arrange for the on-campus interview at times when the whole committee will be present. Do not stretch out this phase of the process. If there is a delay, notify the candidate(s). Out of courtesy and respect, whenever a candidate is eliminated from the process, notify that person.

Plan and prepare for the interview. It is suggested that:

- ▶ Interviews are confidential. Be sure to inform the candidate beforehand of all components of the visit to insure arrangements remain confidential.
- ▶ The interview with the call committee may last from one to two hours, but no more than two hours.
- ▶ The visit before and/or after the interview should include time to get to know the community.
- ▶ Consider how to make the most of the interview visit. Are the spouse and/or family invited? If so, which parts should they attend? The candidate might also visit with other church staff, the church council and a larger group of the congregation at an open forum. Again, please remember to continue confidentiality for the candidate's current situation and check with the candidate before these arrangements are made to insure their best interests.
- ▶ If the candidate is currently serving a congregation, the committee or members of it might travel there (caution: check with the candidate first, as this may or may not be possible or advisable). Prior to the interview, ask for audio/video tapes, podcasts of his/her worship services. The congregation should expect to pay the expenses for any such trips, candidate visits to the congregation



or resources the call committee requests.

### ☐ **Step 10: Determine and Narrow the Pool of Qualified Candidates and Check References.**

If you need to interview more candidates, contact the sources noted above and repeat appropriate steps. Narrow candidates to those the call committee could reasonably consider recommending based on competency, character and chemistry. Check references. If the candidate has not already volunteered this information, ask. Before contacting the references, make sure the candidate knows the committee will be doing so. (If a reference is listed in his/her present congregation, the candidate needs to know that the references will be contacted. The candidate might suggest specific means for doing so discreetly.) It is certainly appropriate to contact previous congregations where a candidate has served, but exercise care in contacting the existing congregation where a candidate might be serving. (For example, calling the church secretary or congregational president directly, or having the call committee show up as a group for worship, would be inappropriate unless the candidate specifically gave permission.)

### ☐ **Step 11: Select a Final Candidate and Conduct a Background Check.**

Make sure you have a completed background check permission form from the candidate(s) authorizing you to proceed. A question concerning criminal conviction is asked on the Contact Information/Credentials

Résumé ([Attachment A](#)), but you need to know if there's something in the candidate's background that's not being disclosed before you find out independently. Those with nothing to hide will understand and appreciate this care and effort. Don't assume anything. Ask questions. Consult your local county attorney's office concerning the laws of the states and counties the candidate has lived to do a complete background check. Responsible call committees will do thorough background checks. Failure to do this opens the congregation to potential legal liability.

### ☐ **Step 12: Negotiate Total Compensation Package and Present Candidate in Conjunction With the Church Council.**

- Negotiate and determine a total compensation package to be offered within the previously approved parameters. (Should negotiations require additional approval or authority, involve church council leadership).
- The final candidate is presented as a recommendation to (in most cases, the church council and) the congregation for a vote as outlined by the congregation's bylaws.
- Consider a creative way to introduce the final candidate to the congregation.

## **THE FOLLOWING ITEMS SHOULD BE DONE IN CONJUNCTION WITH THE CHURCH COUNCIL**

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## Issuing a Letter of Call

Proceed with a call to a candidate, according to the congregation's bylaws. The congregation will issue the letter of call. Sample forms for a letter of call may be made available by either the district of which the congregation is a member or by the association; these forms can be adapted to the local setting (**Attachment C**). A cover letter should ask for a response in a defined time period, such as "no more than three weeks." If the candidate accepts the call, it is common to expect an interval between 30 to 90 days before the candidate begins to work in your congregation.

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## Communication Plan – Official Announcement

An official announcement should be made to the district(s) with which the congregation is associated and to the LCMC Administrative Office to update the corresponding website listings.

- ▶ If you have an open position listed on the LCMC website, please log in to your myLCMC account and delete it. If you are unable to do so, you may request its removal at <https://lcmc.net/remove-staff-position>.
- ▶ Update your congregation's profile on the LCMC website (<https://www.lcmc.net/congregational-update-form/424.html>) by navigating to **Directories > Congregations**, then clicking the red "Update Info" button in the upper right hand corner.

Designate an appropriate person from the call committee or congregation to make this announcement.

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## Ordination/Installation:

The candidate accepting the call will be ordained and/or installed. When the newly called pastor arrives, there should be an ordination/installation conducted by the congregation president, neighboring pastor or a selected friend of the new pastor. A reception is in good order. The ordination may take place in the congregation issuing the call or another congregation. The ordinator may be a layperson or pastor designated by the congregation. Pastors and other laypersons may be invited to participate in the service, which may include the laying on of hands (Acts 6:6). The laying on of hands is not restricted to clergy.

The "Rite of Ordination" should contain a public declaration by the called pastor to approve and subscribe to the Statement of Faith of LCMC.

## OTHER RESOURCES:

- **LCMC Website:** <http://www.lcmc.net>
- **Attachments A-G**
- **Link to resources for congregational assessment and conflict resolution:** <https://lcmc.net/congregational-resources>



**lcmc**

Lutheran Congregations in Mission for Christ

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**Other Resources**

# Section 2

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## Call Information for Candidates



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#### Certified Call

Congregations may call an individual to serve in their congregation with a **certified call**. Pastors may be “certified” for call when they have met LCMC requirements for pastoral certification. Certified pastors will have earned a Master of Divinity Degree from an accredited theological school or its equivalent, demonstrated proficient understanding of Lutheran theology, history, and practice; successfully completed a certification interview; and subscribed to the LCMC Statement of Faith and Pastoral Admonition, including the characteristic practices of the sacraments in the Lutheran tradition. Certified pastors are available for call in any LCMC congregation. LCMC Ministry Board oversees the certification process for LCMC pastors. Certified

pastors are strongly encouraged to be engaged in continuing education to enrich pastoral ministry, and congregations are encouraged to support continuing education for those they call. The congregation will determine the title for the position held by a person with a certified call. A current list of certified pastors can be found on LCMC website under **Directories > Certified Pastors** (<https://www.lcmc.net/pastors>).

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#### Contract Call

Congregations may call an individual to serve in their congregation with a **contract call**. LCMC respects the freedom of each congregation to call pastors they discern are most appropriate for their ministry. A congregation may enter into a contract call arrangement with any person who will subscribe to LCMC Statement of Faith and Pastoral Admonition, including the characteristic practices of the sacraments in the Lutheran tradition. Contract call pastors may serve in the same capacity in their congregations as certified call pastors except their call is limited to the specific congregation calling them in contract. Since contract call pastors are not certified, they do not appear on LCMC list of certified pastors identified as “available for call”. However, they are listed on their individual congregational directories. A listing of all LCMC congregations and their current pastor(s) can be found on the LCMC website under **Directories > Congregations** (<https://www.lcmc.net/congregations>).

Contract call pastors are strongly encouraged to be in an ongoing mentoring relationship with another certified LCMC pastor and to receive basic training and continuing education for pastoral ministry. Many of our partnering educational institutions – a current listing is on the LCMC Website under **Pastoral Ministry > Seminaries** (<https://www.lcmc.net/seminaries>) – provide programs specifically designed to aid contract call pastors in their ministry context. We gratefully celebrate this partnership in ministry with congregations of LCMC. Pastors serving in contract calls are strongly encouraged to advance their education toward certification with support from their congregation to include a memo of understanding in that regard.

To provide maximum flexibility for congregations to meet a variety of ministry needs, congregations will establish the procedures for a contract call. Individuals serving a contract call may be authorized for Word and Sacrament ministry. The calling congregation will give such authorization and will notify any appropriate LCMC district and/or LCMC association office. This notification will be made so that persons in a contract call will be invited to appropriate pastors' meetings and encouraged to pursue continuing educational opportunities.

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## Ministry Board

The **Ministry Board** is an association-wide group whose task is to oversee the certification process, maintain the list of LCMC certified pastors, and deal with issues of clergy/pastor behavior to build and maintain relationship(s). This includes three proactive functions:

- Create and communicate clear expectations and processes for seminaries and seminarians.
- Provide clear information equipping congregations in their call processes.
- Create and maintain clarity in LCMC certification process; overseeing

certification application documents, questions and interviewers.

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## Ministry Committee

The ministry committee may be a group function within an LCMC district. In the absence of a ministry committee, the LCMC Ministry Board will oversee the process. A list of districts can be found on the LCMC website under **Directories > Districts and Groups** (<https://www.lcmc.net/districts>).

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## Church Council

Created by the congregation/church constitution, this is a group of congregational leaders charged with responsibility to develop a process to call their next pastor in addition to other governance responsibilities. (Note: the church council may be referenced by another name as defined by each church's governance structure.)

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## Call Committee

Created by the congregation/church bylaws, this is a group of appointed or elected individuals to assemble and begin the work to formally search for the next congregational pastor(s). Note: some congregations may elect to engage a specific search firm to assist their efforts.

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## Directory of Pastors

The directory is listed on LCMC's website (<https://www.lcmc.net/pastors>).

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## Transition Team

Appointed or elected by a congregation as defined in their governance documents, this group is to lead and develop guidelines for a transition and change in pastoral leadership which may include appointment of an interim pastor or a transitional pastor until a new pastor is called.

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## Internship

The congregation may examine the possibility of being an internship site for a candidate who is working toward a certified call. The congregation may issue a contract call to an individual during the period of internship and then later issue a certified call to the same candidate after completion of certification requirements.

# LCMC MINISTRY STANDARDS & PROCEDURES FOR THE CALL PROCESS

LCMC, as an association, affirms the priesthood of all believers. It commits itself in function and structure to equip and support all members of its congregations for their ministries within and outside of the household of faith. It is within and from this context of ministry that we declare that some are called by God to the public ministry of Word and Sacrament and other specific ministries. At the same time, all baptized members of our congregations are called by God to ministries in their daily lives. (LCMC Constitution – Article 3 – Ministry 3.01)

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## Congregations Are Responsible to Call Their Pastor(s).

A call from a congregation may be either a certified call or a contract call. Clergy on the roster of another church body (i.e. denomination or association), who wish to become listed as LCMC clergy, can apply to the certification process in LCMC.

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## Inclusion On The List of LCMC Clergy

LCMC and its districts will maintain a list of those certified pastors serving in congregational and specialized ministry settings. The LCMC website list (under **Directories > Certified Pastors**) will include the following status categories:

- ALL (includes Active status)
- Available for Call
- Available for Call and Ordination
- Retired
- Emeritus
- Deployed
- Deployed as Chaplain

Except for retired pastors or those who have not served in a formalized call after a period of three years, a candidate's STATUS will be evaluated by the LCMC Ministry Board or its designees. The LCMC Ministry Board or its designee will maintain the clergy list. This list is publicly accessible on the LCMC website at <https://www.lcmc.net/pastors>.

A congregation, district and/or the LCMC Ministry Board will notify LCMC of any additions or changes to the list. Moral and criminal issues, past or present, which would affect a current or future call, are dealt with by the congregation and/or LCMC Ministry Board and may change a pastor's status. Other than maintaining contact information and certification documents, LCMC as an association

does not keep files on any listed individuals.

## CANDIDATE READINESS AND PREPARATION FOR CALL PROCESS:

The current LCMC pastoral certification process is referenced and listed on the LCMC website. Please access this link and read as a first step: <https://www.lcmc.net/certification>.

**Note:** If you are currently a certified pastor with LCMC, please skip this section and proceed to the Section labeled “Documents a Candidate Should Prepare When Seeking a Call”.

**Note:** If you are interested in the LCMC certification process, please continue here.

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### Certification Interview Process

For a certified call, the LCMC Ministry Board will provide a course of action to name a certification interview team to administer the process. The certification interview team will review documents submitted by the candidate and determine an action plan for the process. The team may hold an information-gathering session to aid in the development of an effective plan and process. Depending on the background of the individual the team may conclude only one session is necessary, which might entail a discussion of theological, leadership, character, spiritual and/or ministry issues of concern. Some certification interview situations may involve numerous sessions between the team and the individual. They may comprise guided reading and reflection on one or more topics, taking of classes, joining other candidates for a seminar format, a mentor relationship for a period of time or other specified options. Candidates may be

required to travel to meet with the certification interview team at the candidates' expense.

**The following are questions that may be asked during a pastoral certification interview, but interviews are not limited to these questions alone:**

1. How do you know that God calls you to the public ministry?
2. What gifts of ministry do you have? How could those gifts contribute to the mission of Jesus Christ in a local congregation or specialized ministry?
3. What are your strengths and weaknesses as a pastor?
4. What is the most challenging aspect of ministry for you as a pastor?
5. Define the distinction between Law and Gospel and how this distinction functions in the ministry of Word and Sacrament?
6. What is your understanding of baptism?
7. What is your understanding of communion?
8. What is your understanding of the office of preaching and absolution?
9. What is your understanding of “justification by faith alone”?
10. What is your understanding of “the Christian church”?
11. Why do you want to join the ministry of LCMC? of the \_\_\_\_\_ district? of \_\_\_\_\_ congregation?

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### Internship

Certified pastors are required to complete a one-year, full-time internship and should be prepared to provide verification upon request. A congregation may issue a contract call to an individual during the period of internship and then later issue a certified call to the same candidate after completion of certification requirements.

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## Credentials and Qualifications

**Certified Candidates:** Certified candidates should have a Master of Divinity degree from an accredited theological school or its equivalent and be certified by LCMC.

**Candidates not yet certified with LCMC:**

When considering candidates that are not yet certified with LCMC, consider the following recommendations:

- ▶ If a candidate is a seminary student or contract pastor, it is recommended the candidate and congregation identify and engage a certified LCMC pastor with whom to develop a mentoring relationship.
- ▶ For students or graduates of non-Lutheran seminaries, the Ministry Board or its designee will decide what additional education should be assigned.
- ▶ Candidates will have a year of internship or its equivalent. This can be a regular seminary internship, an internship arranged by a ministry committee, or an equivalent experience, such as previous supervised work in a congregation.
- ▶ Clinical Pastoral Education (CPE) may be selectively required, and/or the LCMC Ministry Board's process, Contextual Certification Exercise (CCE) may be required.
- ▶ Candidates will participate in a certification interview with a ministry committee. Upon completion of the certification interview and approval for a certified call, the LCMC office will be informed of the candidate's availability for call.
- ▶ Clergy on the roster of another church body, who wish to become listed as LCMC clergy, can apply to the certification interview process with LCMC.

**Additional Points of Consideration:** When appropriate, psychological testing may be administered for any candidate being considered.

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## Documents a Candidate Should Prepare when Seeking a Call

- Provide contact information and credentials. Provide a Résumé ([Attachments A and E](#)) which includes an agreement with the LCMC Statement of Faith.
- Complete a release form authorizing a background check ([Attachment B](#)).
- Provide letters of recommendation from a pastor, a coworker and three other character references who are not relatives.
- Provide a photocopy of driver's license or an identification equivalent.

## CONGREGATIONAL EXPECTATIONS OF PASTOR CANDIDATES

Since congregations are responsible to call their own pastor(s), when considering calling a pastor, they should think about their expectations of candidates, including the integration of information from any congregational assessment. In addition, it is recommended to evaluate the person in the following four areas: theology, morality, faith and practice. These four focused areas are intended to provide a way to create discussion and conversation between the congregation and the pastoral candidate.

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## Theology

**Ephesians 6:10-18, Hebrews 4:12, I Peter 1:22-23, II Timothy 4:3**

It is critical that pastors have a solid biblical foundation and can apply the truth of Scripture to life in teaching and preaching. God's Word is given to us to reveal truth, and a personal commitment to the study of the Bible is crucial for the pastor. As part of the Lutheran community we want to know that our pastors understand the Reformation and Lutheran theology as expressed in the Book



of Concord. It is important for pastors to have a good grasp of these principles: Confessional pastors can properly distinguish “Law and Gospel”. Pastors also need to consistently address issues of faith and life without confusion or contradiction.

relationship between the congregation and the candidate. Asking questions concerning a candidate’s faith in Jesus Christ can be very helpful in assessing the potential of the candidate and the congregation to work together.

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## Morality

**Romans 6, Philippians 1:27, Colossians 1:9-14, I Timothy 3:1-10, Ephesians 4:25-27**

It is essential that pastors live worthy of the Gospel. Congregations should not take for granted that pastors are above reproach. It is reasonable to ask the questions, to do the research and to be thorough in doing so. The congregation is responsible to do the necessary checks of the candidate’s history. This easily can be done through a county department of human services using the person’s social security number or any number of agencies or companies that specialize in these background checks. Congregations are encouraged to contact their church liability insurance carrier to see if they provide such resources at no or reduced cost. When pastors fail in morality, the damage can be severe. It is also important to acknowledge that all are sinners in need of a Savior and all are called to practice forgiveness, love and acceptance. The question is how sin will be handled. It is the responsibility of the congregation to determine if a candidate should serve in a leadership role in the congregation.

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## Faith

**Romans 10:8-10 & 17, I Corinthians 13:13, II Corinthians 8:7, Colossians 1:1-6, James 2:14-17**

It is appropriate for a congregation to discuss faith issues with a candidate. What a candidate believes will affect the working

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## Practice

**II Corinthians 5:18, II Timothy 4:3-5, Ephesians 4:25-27, Matthew 5:33-37, Matthew 20:25-28, Mark 6:31, Philippians 2:1-11**

This area addresses practical skills. The candidate should be adept at listening effectively, organizing groups, speaking with clarity, showing respect and demonstrating good interpersonal skills. Is the pastor faithful and reliable? Does the pastor follow through on what is promised?

Preaching and teaching are very much part of the practice of pastoral ministry. Is the candidate able to communicate effectively, not only from the pulpit but also in other venues? Does the candidate demonstrate an interest in improving these areas? The congregation can examine these qualities in a live situation or have the candidate send a video or audio recording of a sermon or teaching.

Another aspect of the practice of ministry is leadership. If the congregation expects leadership, then leadership ought to be part of the discussion. Prior to the discussion, the congregation must determine the type of leader it seeks, for example: an administrator, a shepherd of souls, a facilitator who empowers others, a preacher, teacher, etc. The candidate should be able to describe work and study habits of an average day or an average week. The congregation might ask the candidate how he or she might divide time between work and home.

# SUGGESTED STEPS FOR A CANDIDATE SEEKING A CONGREGATIONAL CALL

The following outline recommends steps to follow if you are a candidate for a pastoral position:

1. Determine who you are as a child of God, where you are on your Christian pilgrimage, and where God might be leading you. Be as honest with yourself. Pray for God's guidance.
2. Assess your gifts and skills for ministry. In what specific ways might you serve the Lord and His church?
3. Prepare a résumé. (**Attachment A – Application of Admission/Credentials Résumé**) can be a start, but you can include in the résumé additional information which you think is relevant. There are books and seminars to assist people in the writing of resumes. (See **Attachment E** which may serve as a resource.) You also should request a congregational profile.
4. Actively seek positions. This can be done through various methods. For example, you might contact area pastors to see if they know of openings. Ask for input from a mentor, read advertisements in various media forums, contact districts for known openings, use the link on the LCMC Website under **Pastoral Ministry > Becoming a Pastor > Open Positions** (<https://www.lcmc.net/open-staff-positions>) or other online services. Network actively and pray daily.
5. Once entering a call process, you as a candidate may become anxious if the process is moving very slowly. Do not panic. These things often take time and your patience and professionalism may positively influence a call committee.
6. A pastoral candidate may be asked to participate in a phone interview or in an interview using other online tools (i.e. video call, Zoom, GoToMeeting etc.). Call committees sometimes will use such interviews to screen candidates and/or to prepare for further steps in the process.
7. During a phone or face-to-face interview, don't hesitate to ask direct questions about the congregation.
8. Be candid and honest with the call committee. The goal is not to interview well, but rather to determine whether you fit with the congregation.
9. Plan carefully for the interview itself. The interview should be confidential; however, some call committees might ask you if they can tape the interview for the benefit of other members who cannot attend the interview. If you prefer not to have the interview taped, you will need to give the committee a reason. If you are invited to interview face to face, there may be opportunity to get to know the community before or after the interview. Be sure to allow plenty of time for this.
10. A call committee will ask you several questions including behavior-based questions where they may ask you to describe different scenarios that would illustrate your character and competency. Refer to **Attachment G** for sample interview questions that may assist your readiness. Consider how to make the most of the interview visit. If you are married and have a family, inquire and ask what level of involvement or participation to expect of regarding your spouse and/or family members. There may be other staff to meet. In addition to the call committee, you may be asked to meet with the church council or participate in an open forum with a larger group of the congregation.
11. Offer to provide recorded examples of your preaching skills and different types of worship settings. Consider providing samples of audio/video tapes or podcasts that demonstrate your skills/talents.
12. Congregations must do a background check on pastoral candidates. Candidates with nothing to hide should understand and appreciate this care and effort. Candidates with something to hide should not be pastoral candidates.
13. When it comes time to negotiate a salary package with the congregation, a candidate may wish to contact other local

congregations to get an idea of what's typical for the area, size of congregation and clergy with similar experience.

14. The congregation will issue the letter of call. A cover letter may ask for a response within a specific period of time such as "within three weeks." If you accept, provide clarity about your availability and be sure to indicate to the congregation when you would be available to begin. The congregation will likely realize that you may need 30-90 days before you can take up your new responsibilities.
15. Upon your arrival in the new call, the congregational president, neighboring pastor or a person of your choosing, should conduct an ordination or installation.
16. An official announcement will be made to the district(s) with which the congregation is associated and with LCMC administrative office to update any LCMC listings and website information.

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### **Ordination/Installation:**

Upon completion of the issuance of a call by an LCMC congregation, the candidate

accepting the call will be ordained and/or installed. When the newly called pastor arrives, there should be an ordination/installation conducted by the congregation president, neighboring pastor or a selected friend of the new pastor. A reception may likely be coordinated by the congregation. The ordination may take place in the congregation issuing the call or another congregation. The ordinator may be a layperson or pastor designated by the congregation. Pastors and other laypersons may be invited to participate in the service, which may include the laying on of hands (Acts 6:6). The laying on of hands is not restricted to clergy. The "Rite of Ordination" should contain a public declaration by the called pastor to approve and subscribe to the statement of faith of LCMC.

**OTHER RESOURCES CAN  
BE FOUND ON THE LCMC  
WEBSITE AT  
[WWW.LCMC.NET](http://WWW.LCMC.NET).**





**lcmc**

Lutheran Congregations in Mission for Christ

Call Packet for Congregations and Pastoral Candidates

## This Section:

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**Attachment A – Contact  
Information/Credentials  
Résumé**

**Attachment B –  
Background Check  
Release Form**

**Attachment C – The  
Letter of Call**

**Attachment D –  
Congregational Profile**

**Attachment E – Writing  
a Résumé**

**Attachment F – Writing  
a Job Description**

**Attachment G – Sample  
Call Committee  
Interview Questions**

# Section 3

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## Call Information Attachments



## CALL PACKET ATTACHMENT A: CONTACT INFORMATION/CREDENTIALS RÉSUMÉ

**Congregation Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

### PERSONAL INFORMATION

Name:	Date:
Address:	
Phone:	Alternate Phone:
Email:	
Have you ever been convicted of a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, please describe:	

### EDUCATION

Type of School	School Name and Location	From	To	Degree/Certification Earned
High School				
College				
Seminary				

Have you completed a unit of Clinical Pastoral Education (CPE)? ☐ No ☐ Yes

If yes, please provide contact information:

**Signature:** \_\_\_\_\_

**Enclosures Required:** Copy of Diploma or Certified Transcript from College, Copy of Diploma or Certified Transcript from Seminary, Ordination Certificate, Background Check Release Form, Photocopy of Driver's License.



## CALL PACKET ATTACHMENT A: CONTACT INFORMATION/CREDENTIALS RÉSUMÉ

CHURCH EMPLOYMENT HISTORY			
Title	Church Name and Address	Primary Responsibilities	Dates Served

**Other Employment History:**

### VISION AND GIFTS

In one paragraph, please describe your vision and gifts for ministry:

### STATEMENT OF FAITH

I subscribe and adhere to the LCMC Statement of Faith in the LCMC Constitution at [www.lcmc.net](http://www.lcmc.net).

☐ No

☐ Yes



## CALL PACKET ATTACHMENT B: BACKGROUND CHECK RELEASE FORM

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Congregation Name: \_\_\_\_\_

Address: \_\_\_\_\_

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Please list all states and countries in which you have ever lived: \_\_\_\_\_

I hereby authorize the release to \_\_\_\_\_, a congregation where I am seeking a call, of any information held by parties regarding my prior employment, criminal, credit, driving, workers comp and educational history as well as information regarding my general character and reputation. I release any providers of this information from any liability for such information. I agree that falsification of information I provide may make me ineligible for employment or call and subject to immediate dismissal if hired or called. I further acknowledge that this congregation is relying on third-party information and I therefore release this congregation, its district and the association from any and all liability arising out of errors or omissions.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## CALL PACKET ATTACHMENT C: THE LETTER OF CALL

***This call is issued in the Name of God the Father, the Son and Holy Spirit. Amen.***

The congregation of \_\_\_\_\_, at a meeting of the congregation held on \_\_\_\_/\_\_\_\_/\_\_\_\_\_, has called you, \_\_\_\_\_ to serve as \_\_\_\_\_ of this congregation.

The fundamental character, detailed responsibilities and conditions of this call are specified in the following pages attached to this letter of call. The congregation will support you in prayer, love, esteem, encouragement and personal assistance.

Representing the congregation, the following ascribe their names this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Congregational President:** \_\_\_\_\_

**Congregational Secretary:** \_\_\_\_\_

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### **The congregation will provide support in the following ways:**

*(Listing as example only: vacation time, continuing education, sabbatical, staff support, etc.)*

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### **Compensation and Other Benefits:**

- |   |  |
|---|--|
| <input type="checkbox"/> Base Salary              | <input type="checkbox"/> Life Insurance                      |
| <input type="checkbox"/> Additional Compensation  | <input type="checkbox"/> Disability Insurance                |
| <input type="checkbox"/> Housing Allowance        | <input type="checkbox"/> Holidays, Vacation Days, Sick Leave |
| <input type="checkbox"/> Utilities Allowance      | <input type="checkbox"/> Savings Investment Plan or 403(b):  |
| <input type="checkbox"/> Auto Allowance           | <input type="checkbox"/> Continuing Education (Time and \$)  |
| <input type="checkbox"/> Furnishings Allowance    | <input type="checkbox"/> Conferences (Time and \$)           |
| <input type="checkbox"/> Housing Equity Allowance | <input type="checkbox"/> Expense Account                     |
| <input type="checkbox"/> Group Insurance          | <input type="checkbox"/> Subscriptions, Books, Supplies      |
| <input type="checkbox"/> Medical                  | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> Dental                   |  |
| <input type="checkbox"/> Vision                   |  |



## CALL PACKET ATTACHMENT D: CONGREGATIONAL PROFILE

### Part 1: Congregational Information

Name of Congregation: \_\_\_\_\_

Congregation Council Chair: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

Call Committee Chair: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email: \_\_\_\_\_

List three events or developments that are important from the history of your congregation. Please indicate dates. If you have a short, concise congregational history, please attach it.

- 1.
- 2.
- 3.

Construction Date of Church Building: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Last Renovation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comment on Significant Trends in Congregational Demographics:

Congregation Constitution Was Last Updated: \_\_\_\_/\_\_\_\_/\_\_\_\_ *(Send A Copy To The Candidate)*

### Part 2: Ministry Practices, Structure, and Future

**Describe the congregation's present program/practices.**

- » Worship (time, type, style, frequency of communion):
- » Education (adult, youth, confirmation):
- » Evangelism:
- » Special Ministries:



## CALL PACKET ATTACHMENT D: CONGREGATIONAL PROFILE

### Part 2 Continued...

**Describe the service ministries of the congregation and its community involvement and partnerships.**

**Describe the congregation's present staffing, including both paid and volunteers.**

**In the past five years, has the congregation conducted a process to review its ministry/ goals?** ☐ Yes ☐ No

Please attach a current mission and/or vision statement with corresponding goals and timeline.

**Is any building program projected?** ☐ No ☐ Yes: \_\_\_\_\_

**If so, when?** \_\_\_\_\_

**Please describe existing building issues that may need to be addressed and the current extent of handicapped accessibility.**

**Describe the congregation's stewardship practices.**

**Please attach a current spending plan for the congregation. Additionally, describe savings, endowments or investments and how these funds are to be used.**

**What are the congregation's needs and strengths? What pastoral skills will best serve the Lord in this particular setting?**

**Outline the call process as unique to this specific congregation.**

## CALL PACKET ATTACHMENT E: WRITING A RÉSUMÉ

**NOTE: Search the Internet for multiple tools and resources.**

Résumé writing can sometimes seem a little daunting, especially for anyone who is just putting together his or her first one. It will be helpful to keep the following things in mind. First, writing a résumé is easier than most people think. Second, plan to spend a significant amount of thought and time writing your résumé. Revising your résumé more than once will make for a better product in the end. After all, you want your résumé to demonstrate your best qualifications to your future congregation.

A résumé is typically a ONE-page document, which should tastefully highlight your most significant talents and achievements pertinent to the position you will be seeking. It should NOT include all the details of your life! Each word should be chosen carefully to make it clear, concise, organized, and easy to read. Keep in mind that the typical employer takes no longer than a 20 second visual sweep over a résumé. Only the best resumes, not candidates, get longer attention and possibly an interview, so you will want to make sure that your résumé communicates efficiently and effectively.

### RÉSUMÉ WRITING BASICS

1. Research the congregation and the position to find out what skills, knowledge, values and experience are needed for the position.
2. List of primary jobs you've held, including any unpaid work that shows you have the skills for the position. Also list all the skills you have developed at each of these positions. Now select three or four of your strongest skills or abilities that make you a good candidate for the position.
3. For each key skill, think of several accomplishments from your past paid or non-paid history to illustrate those skills.
4. Make a list of your training and education, which relates to the position for which you are applying.
5. Select a résumé format. You have options when organizing the information on your résumé. Chose a résumé format that fits your situation - chronological, functional, or combination.

### HEADINGS TO INCLUDE

#### Name

- Use your formal name (Elizabeth M. Smith, instead of Liz Smith)
- Your name should stand out from the rest of the text by being larger in font, bold, or CAPS. If necessary, include your middle name to help clarify ambiguous names (Corey Nathan Smith, etc.)

#### Address

- Use your current address. If you are moving, include your new address (or permanent address if you are unsure of where you will be living) and the date to start using it.

#### Telephone Number

- Use your home phone number and be sure call committees will be able to leave a message. Make sure that your answering machine message sounds professional.
- If you choose to use a cell phone to be sure you get your messages, be cautious where you answer the phone. Don't pick up if you are out of range to get clear reception.

#### Email

- Include only if you check for messages regularly and if it looks professional. For example, don't include e-mail addresses such as mrgoofyguy@gmail.com

#### Education And Training

- Include only post-high school education and training unless pertinent to the position.
- Be sure to include seminary and university names, cities, degrees, majors and graduation dates.
- May also include academic honors, related coursework, study abroad.



## CALL PACKET ATTACHMENT E: WRITING A RÉSUMÉ

### Skills And Experience

- Elaborate on your paid and unpaid work experiences to making you stand out from other applicants.
- Be sure to include your job title, the name and location of where you worked, and the dates you were employed.
- Each position should include 3-5 bullets, which explain your accomplishments and skills developed at this work setting.
- Describe each accomplishment in a simple, powerful, action statement which must include: a strong verb statement + details (who, what, where, why, how, quantities) + outcome/result.
- Keep statements focused on the skills and experience necessary for the position. Emphasize past results, accomplishments, and level of responsibility.

### ADDITIONAL OPTIONAL CATEGORIES TO CONSIDER

#### Job Objective

- A job objective is a statement, which specifically states the type of position you are trying to obtain, the type of congregation you would like to work with and the skills you can bring to the position.
- Everything else that you select to place on your résumé should support your job objective.

#### Summary Of Qualifications

- A summary is placed near the top of your résumé and includes 3-5 bullet points, which highlight your key qualifications for the position you are applying for.
- It also may include important items which don't fit well anywhere else on a resume.
- Using a summary ensures that call committee sees your key points even if they scan your résumé quickly.
- Summaries should be brief and very focused.

#### Volunteer Experience

- Volunteer experience can be elaborated in the same way as work experience, or you can simply list where you volunteered and the dates.

#### Outside Interests

- Résumés can include memberships and involvement in various organizations but be sure to keep it professional.
- These also can be elaborated on like work experience or simply listed including the organization, your position (if appropriate), and the dates of involvement.

#### Awards and Honors

- Name the award and date received. Can include academic/non-academic achievements.

#### Professional Affiliations

- Include any professional memberships, which relate to your job objective.

**The above information was adapted from the following website:**

<http://careerservices.class.umn.edu/students/workopportunities/resume/basics.html>



## CALL PACKET ATTACHMENT F: WRITING A JOB DESCRIPTION

[CHURCH LOGO]

[NAME OF CONGREGATION]

[PASTOR POSITION TITLE]

[BASIC FUNCTION AND RESPONSIBILITY]

*(ie.g. Serves as a member of the pastoral staff of \_\_\_\_\_ Lutheran Church  
with an emphasis in leading \_\_\_\_ [list areas of focus] \_\_\_\_.)*

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### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

**This person shall:**

1. Regularly pray for the congregation and its ministry
2. Support a youth evangelism program by:
  - Encouraging and aiding in the development of spiritual growth in the lives of all young people whether they are seekers, believers, disciples and/or leaders
  - Exploring ways to bring youth into a personal relationship with Jesus Christ and help them find avenues to strengthen and deepen their faith
  - Serving as a resource for other congregations seeking to develop a vibrant youth ministry
  - Increasing the fellowship opportunities for youth
3. Participate and coordinate a discipleship program for youth by:
  - Developing spiritual retreats and events for youth
  - Playing a role in the teaching of Confirmation classes
  - Teaching Sunday school youth classes
  - Leading Bible studies
  - Teaching Vacation Bible School classes
4. Teach and promote biblical stewardship for youth in areas of spiritual gifts and possessions and provide input for the benevolence ministry
5. Encourage youth participation in a variety of social ministries
6. Supervise youth ministries and events in collaboration with the chairperson of the Youth Ministry Team and members of the Youth Ministry Team
7. Collaborate with the young adult coordinator in the development of transitional activities for movement from youth ministries to young adult ministries
8. Aid in congregational worship by:
  - Possessing and developing a positive public presence through various skills in worship (both Lutheran Book of Worship and alternative worship) in the areas of preaching, worship leadership and hospitality
  - Preaching at least twice monthly (at least one Saturday evening and Sunday morning and/or Sunday evening)
  - Exploring worship opportunities for youth
  - Perform other duties as assigned by the Senior Pastor.



## CALL PACKET ATTACHMENT F: WRITING A JOB DESCRIPTION

**Reporting Relationship:** Reports To The Senior Pastor

**Supervision Exercised:** None

**Organizational Outline:** Pastor Of Youth Ministries, Senior Pastor, Church Council, Congregation.

### DESIRED PERSONAL CHARACTERISTICS:

1. Strong Christian walk demonstrated by regular worship, Bible study and fellowship.
2. Strong communication skills with groups and one-on-one contact through phone calling and personal meetings.
3. Personal computer skills to support creation of communication pieces in a variety of media forms.
4. Desire to grow and learn by seeking out and applying new ideas from reading, studying and talking with others serving in a similar capacity.
5. The willingness to participate in ongoing training for the youth ministry.
6. Desire to work as a team member to further the mission of \_\_\_\_ Lutheran Church, which is "to make Christ known to all people, aiding them to become baptized believers, equipping them to become committed disciples of Christ and inspiring them to become Christian servant-leaders in God's church and world".

### MINIMUM QUALIFICATIONS (EDUCATION/EXPERIENCE):

This pastor will have a Master of Divinity degree from an accredited Lutheran seminary and complete the requirements as outlined in the congregational bylaws.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

It is expected that this person has the general personal characteristics, skills and abilities as outlined above. At the same time, a call issued to the pastor of youth ministries will also be influenced by the direction of the Holy Spirit, a candidate's personality in relating to others in a team situation, and a candidate's passion and effectiveness in the areas of evangelism, worship, education, stewardship, social ministry and administration.



## **CALL PACKET ATTACHMENT G: SAMPLE CALL COMMITTEE INTERVIEW QUESTIONS**

### **A CALL COMMITTEE MAY USE THE FOLLOWING EXAMPLES:**

1. What do you believe is the central doctrine or teaching of Christianity?
2. Why is the Gospel of Jesus good news to you personally?
3. In a time when Christianity is viewed as but one of many world religions, how do you respond to Acts 4:12, which states: “there is no other name under heaven given among mortals by which we must be saved”? (Acts 4:12b) Who will be saved, and from what?
4. Are there changes in your life that you directly attribute to the work of the Holy Spirit?
5. What is meant by “sola Scriptura” or “only Scripture?” What does this mean for your potential ministry here, especially in your preaching and teaching?
6. Are there issues of morality, which have an absolute right and wrong? If so, give an example of such an issue.
7. The Apostle Paul states that “no one is righteous, no, not one.” (Romans 3:10) How do you understand this truth as set forth in both Old and New Testaments?
8. What does Christian unity or “the communion of saints,” as expressed in the Apostles’ Creed, mean to you?
9. Do you believe that in ordination, God gives pastors special spiritual powers not available to lay people? What is ordination and why does the church have it?
10. Why are you a Lutheran Christian? What does Luther’s teaching on law/gospel mean to you?
11. What gifts of ministry do you have to offer to the mission of Jesus Christ in this call?
12. What are your strengths and weaknesses as a pastor?
13. What is the most challenging aspect of ministry for you as a pastor?
14. What is your understanding of baptism?
15. What is your understanding of communion?
16. What is your understanding of the office of preaching and absolution?
17. What questions do you have for us?



## **CALL PACKET ATTACHMENT G: SAMPLE CALL COMMITTEE INTERVIEW QUESTIONS**

### **BEHAVIORAL-BASED INTERVIEW SAMPLE QUESTIONS:**

1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
2. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
3. Give me a specific example of a time when you used good judgment and logic in solving a problem.
4. Give me an example of a time when you set a goal and were able to meet or achieve it.
5. Tell me about a time when you had to use your presentation skills to influence someone's opinion.
6. Give me a specific example of a time when you had to conform to a policy with which you did not agree.
7. Please discuss an important written document you were required to complete.
8. Tell me about a time when you had to go above and beyond the call of duty to get a job done.
9. Tell me about a time when you had too, many things to do and you were required to prioritize your tasks.
10. Give me an example of a time when you had to make a split-second decision.
11. What is your typical way of dealing with conflict? Give me an example.
12. Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
13. Tell me about a difficult decision you've made in the last year.
14. Give me an example of a time when something you tried to accomplish and failed.
15. Give me an example of when you showed initiative and took the lead.
16. Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
17. Give me an example of a time when you motivated others.
18. Tell me about a time when you delegated a project effectively.
19. Give me an example of a time when you used your fact-finding skills to solve a problem.
20. Tell me about a time when you missed an obvious solution to a problem.
21. Describe a time when you anticipated potential problems and developed preventive measures.
22. Tell me about a time when you were forced to make an unpopular decision.
23. Please tell me about a time you had to fire a friend.
24. Describe a time when you set your sights too high (or too low).