



Canadian Association of  
Lutheran Congregations

**CALC**

## Call Package

### Guidelines & Resources for Congregations in the Process of Calling a Pastor

CALC is a Community of Independent congregations living together.  
The Word of God has created us,  
The Word of God sustains us,  
The Word of God redeems us.  
As believers we are servants of one another.  
As believers we share the burdens of one another, as Jesus did on the cross.  
With one voice we proclaim Jesus to the world

**Canadian Association of Lutheran Congregations**

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## Introduction.

### Purpose.

The purpose of this manual is to provide guidelines and resources for CALC congregations who are in the process of calling a pastor. These materials define and describe the office of the Ministry of Word and Sacrament together with qualifications for the office. CALC's Pastor-in Training option is introduced. Practical steps for a congregation to follow through the call process are included. Various appendices are attached to these guidelines including: a form used for the establishment of a congregational profile; CALC's Statement of Faith and Purpose; CALC's Salary Guidelines; a standard Letter of Call; and some guidelines which may be used for a specialized call to youth and family ministry.

**CALC's Mandate:** CALC is called to work in partnership with our congregations to train and discipline an ordained ministry for the administration of the Means of Grace. This mandate calls CALC to:

- (1) Establish the necessary and required terms of the call of a pastor to parish ministry in a CALC congregation.
- (2) Establish scriptural, personal and educational standards a candidate must meet for call to parish ministry in a CALC congregation.
- (3) Identify the gifts, skills and aptitudes required for a candidate, to be considered for call to the pastoral ministry in a CALC congregation.

### Congregational Mandate and Autonomy.

Congregations have the authority to call their own pastor. However, with this freedom comes responsibility. The calling congregation's church council, or duly appointed call committee, must interview and otherwise vet all candidates for call as pastor of the relevant congregation in order to discern whether the candidate possesses: (a) the scriptural, personal and educational standards set for a pastor, and (b) possesses the gifts, skills and aptitudes required for pastoral ministry, as established by CALC.

### Partnership with CALC in the Call Process.

While CALC congregations are granted great autonomy in the call process; the call of a pastor or shepherd for a congregation, or specialized ministry within the congregation, is a sacred trust. A danger always exists that congregations will make unwise choices in the call process. All those who play a role in the call process should be chastened by the awesome privilege and responsibility involved in discerning whether any man or woman should be called to the office of pastor in a parish or to an extended ministry.

CALC's model congregational constitution and bylaws provides that throughout a congregation's call process, the Congregational Council, or Call Committee, may choose to seek the advice and counsel of the President of CALC and/or utilize CALC's available resources to assist them with the call process. To this end, our Association has developed these guidelines for congregational use in the call of a pastor. This call package is not intended to restrict congregations; rather, it is meant to provide a suggested process and resource by which pastors are called for Word and Sacrament ministry. Member congregations may advertise their pastoral vacancy on CALC's website which directs all inquiries which are generated from their advertisement to the President of CALC. The Association will also share the names and contact information on any pastors on file with the Association who have indicated a willingness to serve a CALC congregation. The congregation may request the assistance of CALC's President in the call process. The President's assistance includes, including, helping the congregation prepare the Congregational Profile, receiving applications received from candidates, assisting the congregation's call committee in vetting applicants, assisting in the interview of candidates, and the preparation of the Letter of Call.

### Scriptural Qualifications of a Pastor.

In his letter to Titus (1:5-9) and to Timothy (3:1-7), Paul spoke of the qualifications of the elder (pastor) of the congregation. The elder must be: a believer, a good spouse and the parent of good and believing children. The elder must not be overbearing, quick-tempered, given to excesses in drinking and/or dishonest in business and personal life. The elder should be hospitable, good, upright, self controlled and disciplined. The elder must also have a good grasp of the scriptures and the fundamentals of faith so that, through the elder's teaching, preaching and ministrations, the people of God are built up in their faith and those who oppose sound doctrine are soundly refuted. A church member found worthy of the high office of elder was conferred the office by the other elders laying hands on the candidate. Any candidate for call as a parish pastor must possess these attributes.

### **Personal Qualifications of the Candidate.**

A pastor of a CALC congregation shall be a person who:

1. Accepts and adheres to CALC's Confession of Faith (Article 3) and Statement of Purpose (Article 5) of CALC's Constitution.
2. Possesses the personal qualifications described in 1 Timothy 3:1-7 and Titus 1:5-9.
3. Possesses the academic training and/or professional and personal experience necessary to fulfill the terms of the call to pastoral ministry (or is willing to engage in a course of study acceptable to CALC and the Congregation in order to attain the same).
4. Demonstrates a commitment to Christ.
5. Accepts and adheres to the Scriptures as the divinely inspired, revealed, and inerrant Word of God, and joyfully submits to this as the only infallible authority in all matters of life and faith.
6. Show willingness and ability to serve in response to the needs of the church.
7. Strives in life and conduct to be above reproach.

### **Educational Qualifications.**

#### **Candidates Trained by a Lutheran Institution.**

##### **Master of Divinity Degree from a Lutheran Seminary.**

The ideal candidate for call to the office of the Ministry of Word and Sacrament in a CALC congregation would be a graduate of a recognized college or university with a bachelors degree and has earned a Master of Divinity degree from a Lutheran seminary. The Master of Divinity degree normally requires three academic years of study, carrying a fulltime course load, while in residence at the seminary, a twelve month supervised internship in a parish setting, and a minimum of two units of supervised Clinical Pastoral Education (CPE) in a hospital/institutional setting. Candidates who have earned a Master of Divinity degree and meet the personal qualifications for a pastor may be called by a CALC congregation.

##### **Pastoral Ministry Certificate.**

The Institute of Lutheran Theology of Brookings, South Dakota, offers a Pastoral Ministry Certificate (PMC) a twelve (12) course program – plus a weekend Introductory course. Candidates who have earned a PMC and meet the personal qualifications for a pastor may be called and ordained by a CALC congregation.

##### **Other Degrees.**

CALC congregations are free to call pastors with educational qualifications other than a Master of Divinity degree from a Lutheran Seminary, including, a Bachelor of Divinity degree; Master of Religious Studies, a Bachelors degree in pastoral or religious studies granted by a Lutheran university, or bachelors degree or a diploma conferred by a Lutheran Bible College. Candidates who have earned any of the degrees described above and meet the personal qualifications for a pastor may be called by a CALC congregation.

#### **Pastoral Gifts, Skills, Aptitudes and Abilities:**

A candidate's gifts, skills and abilities in the following critically essential areas of Pastoral Ministry must be assessed and evaluated in connection with a call to parish ministry:

**Preaching:** The candidate should be an apt, engaging and inspiring preacher. His/her preaching should rightly distinguish between the Law and the Gospel in the subject text and reflect the theology of the cross. His/her proclamation should reflect adequate exegetical preparation and be delivered in an appropriate and effective way.

**Teaching:** The candidate should be an apt, engaging and inspiring teacher. He/she should be able to conduct adult and youth Bible studies, Christian education classes, and Confirmation classes. His/her teaching should be undergirded by the Theology of the Cross.

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, therefore a personal commitment to the study of the Bible is crucial for a 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: the five solas of the Reformation: Christ alone, faith alone, scripture alone, grace alone and the cross alone; the proper distinction between Law and Gospel in preaching, teaching and pastoral care; and the ability to consistently address issues of faith and life without confusion or contradiction.

**Worship Leadership:** The candidate should be an apt, engaging and inspiring worship leader. A rostered pastor is able to conduct public worship in harmony with the faith and doctrine of the Lutheran Church. To conduct worship is to organize and carry out worship (specifically to take certain roles in worship and coordinate with others to facilitate worship).

**Pastoral Care:** The candidate should be an apt and gentle shepherd of the flock God has entrusted to him/her. Shepherding involves protection, tending to needs, strengthening the weak, encouragement, feeding the flock, making provision, shielding, refreshing, restoring, leading by example to move people on in their pursuit of holiness, comforting and guiding. Shepherding involves regularly visiting shut-ins and those hospitalized. Shepherding includes preparing families for the baptism of their children, preparing adults for baptism, and preparing couples for marriage. Shepherding also includes reassuring and comforting the dying with Jesus' words of comfort as they pass from this world to the next and comforting, consoling and encouraging those left behind. Shepherding also includes building and maintaining relationships with congregants by regularly visiting congregational members.

**Evangelism Outreach:** The candidate should be an apt and effective evangelist and spokesperson for the Church and his/her congregation. He/she should demonstrate an ability to coordinate the efforts of the members of a congregation for evangelism and outreach into the community surrounding your congregation and beyond.

**Administration:** The candidate should be an apt and effective administrator which includes keeping accurate membership records including baptisms, confirmations, marriages, burials and communicants. Administration also includes encouraging and empowering, through God's Word, every Christian as a spiritual priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has bestowed upon him or her. Administration also includes the installation of members of church council in public worship; encouraging qualified persons to prepare for the pastoral ministry and encouraging the members to be generous in support of the ministry of the host congregation and the Church.

**Morality:** It is essential that pastors live lives worthy of the Gospel. The congregation is responsible to do the necessary checks of the candidate's history. Congregations cannot 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. 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.

**Basic Terms of a Letter of Call:**

CALC's Model Congregational Constitution and Bylaws states that pastors are called to:

1. Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and doctrine of the Lutheran Church;
2. Baptize, confirm and marry in accordance with the teaching of CALC and with the laws of the province of residence, visit the sick and distressed and bury the dead;
3. Encourage faith active in love, in personal and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregations;
4. Comfort the mourning, to console the depressed, to bring the promise of redemption to those who seek redemption, to carry forth into the world the Word of the merciful God with its promise of salvation.
5. Encourage and empower, through God's Word, every Christian as a royal priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has given him or her, either individually, person to person, or in assemblies of the congregation.
6. Install members of the Congregational Council.
7. Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
8. Encourage the members to be generous in support of the ministry of the Congregation and the Church;
9. Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants. The parish records shall be kept in a written and/or electronic form, which shall remain the property of the congregation.
10. Commend members who move to the pastoral care of the parish in which their new home is located.
11. Be responsible for the pastoral care of our members and adherents, including regular visits.

**Application Form:** CALC has developed a form entitled “CALC – Application for Entry into Pastoral Ministry.” which may be used in the process of vetting a candidate for call to a CALC congregation. This form is attached hereto as Appendix 6. An electronic copy of this agreement is found on CALC’s Website under Resources.

## **Guidelines For The Call Of A Pastor Trained By Another Denomination**

### **Congregational Freedom.**

CALC’s Constitution grants our congregations great freedom and autonomy in calling a pastor. Our congregations are therefore free to call a pastor who was trained by and served in another Christian denomination. Several CALC congregation’s are currently being served by pastors who were trained by and served in another denomination. With such freedom comes great responsibility.

### **Congregational Responsibilities:**

**Vetting Candidates:** The calling congregation’s Congregational Council, or duly appointed Call Committee, must interview and otherwise vet all candidates for call as our pastor in order to discern whether a candidate meets the scriptural, personal and educational standards together with the gifts, skills and aptitudes established by CALC for call to parish ministry in a CALC congregation.

**Maintaining Scriptural/Confessional Unity:** What binds CALC congregations together is our common confession of faith. We accept all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God, and joyfully submit to this as the only infallible authority in all matters of life and faith. We accept without reservation the three ecumenical creeds and the Lutheran Confessions found in the Book of Concord, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the evangelical Lutheran Church. Congregations calling a pastor from another denomination must be satisfied that their candidate will be able to preach, teach and minister the Sacraments in accordance with CALC’s confessions of faith.

**Partnership with CALC:** CALC congregations covenant to partner with CALC in the training and discipline of an ordained clergy for the administration of the Means of Grace (the Word of God and the Sacraments). Pastor’s trained by another denomination must receive training and mentorship in order to fulfill their obligations under a Letter of Call to a CALC congregation. The congregation must consult with CALC’s President and Board of Elders as they negotiate the terms of call to be issued to a Pastor trained in another denomination. The President and Board of Elders are able to help congregations assess the additional education and training a candidate may need to undertake ministry in a CALC congregation, assist the congregation in mentoring and training the candidate and provide oversight.

### **Guidelines:**

CALC has developed guidelines to be used in assisting a candidate who was trained by and served in another denomination in the development as a Lutheran pastoral identity and serve a congregation in accordance with the Lutheran tradition. The guidelines address (1) ***Discernment***; (2) ***Educational Requirements***; (3) ***Mentorship/Training***; and (4) ***oversight***.

#### **1. Discernment – Letter of Call.**

**The calling congregation must be satisfied that the candidate has a deep desire to become a Lutheran pastor.**

The calling congregation must understand that there is a difference between a candidate’s desire to serve a congregation as their pastor and a candidate’s desire to serve a congregation as a pastor in the Lutheran tradition. Serving a Lutheran congregation as a Lutheran pastor will require the candidate to preach, teach, commune and baptize in a way which may vary significantly from the candidate’s previous training and understanding of ministry. A Lutheran pastor believes that the Word of God must be interpreted in a unique way. A Lutheran pastor’s preaching is undergirded by a desire to preach our Confessional Lutheran doctrine and in so preaching to rightly discern the difference between the Law and the Gospel in every Biblical text. The Lutheran pastor’s teaching and preaching are to be undergirded by the Theology of the Cross. The Lutheran Pastor believes, trusts, and confesses the real presence of Jesus Christ in the Sacrament of Holy Communion and administers the Sacrament of Baptism to candidates of all ages, including infants and young children. The calling congregation must therefore be satisfied that their candidate is committed to our Lutheran doctrines, confessions and understandings of the authority of Scripture and has a genuine desire to preach, teach, administer the Sacraments and provide pastoral care in accordance that commitment. The candidate must desire to adopt a Lutheran identity and desire to serve the congregation in accordance with the Lutheran tradition.

The formation of a Lutheran identity and ministry practice in accordance with the Lutheran tradition takes time and is forged through education, training and experience in a Lutheran parish. As the candidate receives instruction in Lutheran Theology and our confessional writings, and what it means to serve a congregation according to the Lutheran tradition, one

of two things may happen. His/her desire to form a Lutheran identity and minister in accordance with the Lutheran tradition may blossom and grow. A desire may arise in the candidate to expand his/her understanding of the theology and ministry practices. It is also possible that following the study of Lutheran theology and ministry practices, the candidate may discern that he/she is unable to commit to ministry in accordance with the Lutheran tradition. In this case, the candidate and the congregation must seek to sever their ties in a manner which is right and proper. The possibility that the candidate may not be able to commit to engage in ministry in accordance with the Lutheran tradition must be acknowledged and addressed in the Letter of Call issued to the Pastor.

Letter of Call – Interim Ministry. Our Association urges our congregations to initially call the candidate trained in another denomination as an Interim Pastor. Most congregational constitutions and bylaws permit the congregational council to appoint an Interim Pastor. The Interim Pastor generally can be given all the responsibilities of a regularly called pastor. The congregation would vote to give the congregational council the authority to call the candidate to an Interim Ministry for a two to three year term, in accordance with a compensation package approved by the congregation. The letter of call should provide that during the term of the call to interim ministry: (a) the candidate will study Lutheran theology and learn to minister according to the Lutheran tradition; and (b) the call can be terminated by either the candidate or the congregational council if the congregational council and/or the candidate discern that the candidate is unable to continue in ministry in accordance with the Lutheran tradition.

**2. Educational Component:**

The first step involves assessing the candidate’s educational background with a view towards determining the nature and extent of the additional education in Lutheran theology and ministry practice required of the candidate. The candidate’s seminary/academic transcripts are compared with the CALC’s minimum educational requirements for ordination as a Minister of Word and Sacrament as found in our Pastoral Ministry Certificate (PMC) program. The PMC candidate completes twelve courses. Upon successfully completing these courses a candidate would be able to make the representations required by CALC’ model Letter of Call. The twelve courses are:

BT 221 Principles of Biblical Interpretation	PT 401 Pastoral Theology and Care
BT 311 Old Testament Theology and History (requires BT 221)	PT 411 Lutheran Worship
BT 321 New Testament Theology and History (requires BT 221)	PT 421 Proclaiming God’s Word
EPR 241 Christian Apologetics	<b>Two of the following three course options.</b>
HST 201 Systematic Theology	HST 301 History of the Early Christian Church
HST 321 Luther and His Catechisms	HST 302 History of the Medieval and Reformation Christian Church
HST 331 Lutheran Reformers and the Book of Concord	HST 303 History of the Post-Reformation Christian Church

Most seminaries offer courses in preaching, church history, systematics, Old and New Testament theology, pastoral care, and Biblical interpretation. These courses would be evaluated and would in many cases satisfy CALC’s requirements. Most all evangelical seminaries do not offer courses on Lutheran preaching, Lutheran Biblical interpretation, basic Lutheran theology and Lutheran worship. Pastors who have not been trained at a Lutheran seminary or institution require additional training in the basics of Lutheran Theology in order to ensure they possess the training necessary to equip said pastors in the fulfillment of their vow to preach and teach in accordance with CALC’s Confession of Faith.

Minimum Recommended Supplemental Education: Pastors who have not been trained at a Lutheran seminary should at a very minimum take, complete and pass the following four on-line courses required by the Pastoral Certificate program offered by the Institute of Lutheran Theology (ILT) of Brookings, South Dakota, USA:

**BT 221: Principles of Biblical Interpretation** (3 Credits) This course introduces and defends the Lutheran notion of the internal clarity of Scripture. Over and against much of the preceding tradition, Lutherans have claimed that no intermediary is required to interpret Scripture: Scripture interprets itself. This understanding is defended as the necessary condition of doing Lutheran theology faithfully. Various exegetical and hermeneutical methodologies are introduced and evaluated in light of theological pre-understandings.

**HST 321: Luther and His Catechisms** (3 Credits) This course studies the life of Dr. Martin Luther within his historical context. His theological innovations are highlighted and related to our contemporary cultural understandings. Special attention is given to his Large Catechism and Small Catechism, documents that display clearly the depth of his thinking. Students are taught to think theologically in the way of the Lutheran Reformation. Major theological doctrines forged in the Reformation are carefully considered and applied to parish ministry today.

**PT 411: Lutheran Worship** (3 Credits) This course examines the components of Lutheran corporate worship. Students study the theological foundations of worship. Historical and contemporary issues impacting worship are investigated for the purpose of better understanding the work of God in His Word and Sacrament.

**PT 421: Proclaiming God's Word** (3 Credits) The student will learn basic techniques and methods for studying Biblical passages and discerning a suitable message for preaching. In particular, the student will be taught the proper place of both Law and Gospel in Biblical preaching. Various approaches to developing and delivering a sermon will be examined. The students will write and deliver sermons as a crucial part of their development of proclaiming God's word.

The Board of Elders may also suggest that the take an addition course in Lutheran Theology:

**HST 331: Lutheran Reformers and the Book of Concord** (3 Credits) This course examines the classical theological roots of the Lutheran Reformation, its leading figures, and its key documents – especially those collected in the Book of Concord. Students are encouraged to think theologically in the way of the Lutheran Reformation. Major theological doctrines forged in the Reformation are carefully considered in light of how they apply to parish ministry today.

The extent of the supplemental education which must be undertaken by a candidate is determined on a case by case basis. The calling congregation is free to consider the candidate's faith journey, familial background, work experience, church membership, experience in church leadership, educational training, and pastoral experience, in determining the extent of the additional coursework the candidate is required to complete.

Timing of Educational Enrichment. Ideally the candidate would complete the required courses with ILT prior to beginning active ministry in the congregation. However, in most cases the congregation and the candidate desire to begin ministry immediately. In this case the Letter of Call should specify that that candidate take and pass at least one of the required courses in either ILT's Fall or Winter Semester which occurs immediately following the candidate commencing ministry in the calling congregation. Thereafter, the candidate shall take and pass at least a course each Fall and each Winter semester thereafter until all the required courses are taken and passed. The availability of courses in any semester may impact the ability to complete the courses according to this schedule and some adjustments may need to be made.

The congregation is generally responsible for the costs of books and tuition for the required courses as they are minimum standards established by the congregation in consultation with CALC

### **3. Mentorship/Training:**

As the candidate takes and passes the required educational course, he/she will be able to apply what was learned in the parish setting. However, merely taking and passing the academic courses will not, in and of itself, provide the candidate with a Lutheran identity and/or teach him/her precisely what it means to minister in the congregation according to the Lutheran tradition.

Pastor Mentor(s): The calling congregation, working together with the President of CALC, will strive to find a pastor mentor for the candidate. The Mentor Pastor should be an experienced CALC pastor who walks alongside the candidate through the probationary period. The mentor prays with, supports, and encourages the candidate through as much of the required educational component as is possible. The pastor mentor may also help the candidate to cope with the academic rigor of the educational component, holding the candidate accountable to all components of the probationary period and provide a good listening ear as the candidate deals with the challenges which arise during the required education process.

Mutual Ministry Committee: The congregational council may appoint a three to five member Mutual Ministry Committee (MMC). One member of the MMC should be a member of the congregational council. The other members of the MMC should not be members of the calling congregation's council and should to greatest extent possible reflect the makeup of the calling congregation. The MMC's purpose is to provide the candidate with feedback, encouragement and guidance with respect to the candidate's worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation.

Worship Leadership. One of the hallmarks of practicing ministry in accordance with the Lutheran tradition is reflected in a pastor's worship leadership. The candidate should be an apt, engaging and inspiring worship leader. He/she should be able to conduct contemporary Lutheran and traditional Lutheran worship services. To "conduct worship" is to organize and carry out worship (specifically to take certain roles in worship and coordinate with others to facilitate worship). He/she should be thoroughly familiar with and able to conduct services of Holy Communion, Services of the Word, a Baptismal service, Service for Affirmation of Baptism (Confirmation); Services for Individual and Corporate Confession and Absolution, Lutheran wedding services, Lutheran funeral services, and the Service of the Word for Healing. He/she should be thoroughly familiar with the Church/Liturgical Year and how to conduct services during Advent, Christmas, Epiphany, Lent, Easter,



Pentecost, the Sundays After Pentecost through to Christ the King Sunday. The achievement of this goal will require the participation of our seminary, CALC and the congregation. The candidate will study the theology of worship when he/she completes PT 101: Lutheran Worship. The candidate will learn to apply these principles in parish life. The MMC, mentor pastor, congregational worship committees and church musicians are encouraged to work with the candidate in developing the candidate's understanding of, and ability to conduct, Lutheran worship. CALC will provide resources and links to resources relating to liturgies, the church year and the liturgical calendar.

CALC Events. The congregation should make every effort to permit the candidate's participation in CALC's annual general convention and annual pastors' study retreat. CALC and ILT Canada Society will strive together to establish and maintain an annual pastors' study retreat which will provide high quality continuing education and opportunities for professional development for the pastors, deacons, pastors-in-training and seminarians of CALC. Our Association will work diligently to retain keynote speakers for our annual general convention who will strive to enhance and enrich our Lutheran identity and equip all members in CALC our common mission to fulfill Christ's Great Commission.

Continuing Education: In CALC's standard Letter of Call, the calling congregation, urges their new pastor to participate in continuing education opportunities and promises to support him/her in that regard. By way of example, once the candidate has finished the required education, the calling congregation could authorize time for the candidate to take courses from ILT which will enrich the candidate's Lutheran identity and sense of ministry according to the Lutheran tradition. ILT offers intensive courses in its J-Term (typically January 2 to January 22). The candidate could take or audit a J-Term course. The candidate and congregation would have to negotiate the time that the candidate could devote to enrichment studies and determine how tuition and books will be paid.

#### **4. Oversight.**

CALC and our congregations are called to work together to train and discipline an ordained clergy. A pastor trained by and who has served in another denomination must receive training and achieve outcomes as set forth above. It is incumbent upon CALC to ensure that the training is completed and the goals have been achieved.

CALC BOE's Participation. CALC's Board of Elders (BoE) will provide an assessment to the calling congregation as to the candidate's progress in developing a Lutheran identity and his/her practice of ministry according to the Lutheran tradition. The BoE or a committee thereof will: (1) listen to or read the candidate's sermons from time-to-time; and (2) have conversations with the candidate (typically by SKYPE, Adobe Connect or teleconference). The first conversation will take place after the completion of the candidate's first course and will occur after the candidate's completion of every course thereafter. Either one or two members of the calling congregation (specifically appointed by the calling congregations Congregational Council) may participate in the conversation between the candidate and the BoE or a committee thereof. The BoE's final evaluation may include a recommendation that the candidate receive additional education and/or supervision.

If the candidate or the congregation do not fulfill their obligations under the Letter of Call, or the BoE's recommendations, CALC will send a letter requesting compliance. If steps are not taken to remedy the breach within 60 days of receiving notice, CALC acting through the National Council may remove the calling congregation from CALC's roster congregations and/or the pastor from CALC's roster of pastors. Said removal may be appealed to CALC in accordance with the process laid out in CALC's constitution and bylaws.

## **Calling a Pastor-in-Training.**

### **Freedom to Call.**

CALC Congregations are free to call a Pastor-in Training (PIT). A PIT is a candidate who is willing to engage in a course of study acceptable to CALC and the Congregation in order to attain theological education while serving in the congregation. The educational training component of the PIT program is provided by the Institute of Lutheran Theology (ILT), Brookings, South Dakota. This seminary uses online video conferencing, also known as a virtual classroom, for instruction. This allows the candidate to study and serve at the same time within a congregational setting.

The call of a PIT is not an easy process. This arrangement should not be taken lightly. The call of a PIT requires a great deal of effort, commitment, and discipline on the part of the candidate, the calling congregation and calling congregation's church council. This call must therefore be entered into reverently, discreetly, advisedly, soberly, and in the fear and love of God. CALC should be involved in almost every step of the PIT program in the congregational setting.

### **Congregational Setting.**

Small Congregation: The ideal setting for the call of a PIT is a small congregation with access to retired or active CALC

pastor(s) who could be called upon to supervise and mentor the candidate. In this setting the candidate is best able to study and apply what is learned in a setting which allows time for study, parish work and family life for the candidate. The candidate (under the supervision and mentorship of a seasoned pastor and the training received through ILT) and the congregation can grow together in faith, life and numbers.

**Succession Planning:** The PIT model could be used in a congregation where the existing pastor is contemplating retirement. The incumbent pastor has agreed to reduce his/her ministry incrementally over a three to five year period. The Pastor in Training would assume greater responsibility for congregational life each year until he/she would assume sole leadership of the congregation.

**Bi-vocational Ministry/Allocation of Time:** The PIT's ministry in a small congregation, or as part of a definite succession plan, will not be a fulltime ministry. The PIT may have to hold a part-time job during the educational/training phase and potentially for the duration of the candidate's ministry in the congregation. The congregation and the PIT will have to structure the call so that the PIT is able to fulfill his/her obligations to his/her outside employer, make time for his/her family, devotional life, personal rest and refreshment, theological studies and pastoral ministry in the congregation. Even if the PIT is not required to hold an outside job, the PIT's letter of call must provide for the allocation of time between family, personal time, study and ministry in the congregation.

**The Ideal Candidate.**

The ideal candidate for the PIT program is: a member of the calling congregation who has formed a strong Lutheran identity. A candidate with a strong Lutheran identity has typically been raised in the Lutheran Church, that is, baptized as a child or infant, attended Sunday School, successfully completed a Confirmation program and thereafter has been an active member of a Lutheran congregation and has served as a congregational leader. A candidate is considered an active member if he/she regularly and consistently: attends worship; participates in Bible study and other opportunities for Christian education; regularly participates in activities which promote maintenance of the congregation's property and/or fellowship among congregants; and participates in the mission and outreach activities of the congregation. Leadership in the congregation includes: taking an active role in worship (as liturgist, lector, Communion assistant, sacristan, preacher, and/or leadership role in the congregation's music ministry); serving on congregational council or a committee thereof; serving as a Sunday School teacher/superintendent or youth group leader; Bible study leader, serving as a volunteer coordinator; and/or taking a leadership role in the mission and outreach activities of a congregation.

**Other Candidates.**

CALC congregations are free to consider a candidate who was raised in another Christian denomination who has been an active member of a Lutheran congregation for at least five (5) years and has taken a leadership role in said congregation, as those terms are defined above. Our congregations are free to consider a candidate who does not come from a Lutheran background or has not been a member of a Lutheran congregation for five years. The congregation must carefully consider the following factors in assessing the aptness of a candidate for ministry in a Lutheran congregation: the candidate's faith journey, familial background, work experience, church membership, experience in church leadership, and educational training. Attention must be given to the development and formation of the candidate's Lutheran identity through a combination of theological training and mentorship by a seasoned Lutheran pastor.

**Please contact CALC's President prior to taking any steps in the implementation of this program. A separate Call Package has been prepared for the call of a Pastor-in-Training.**

## **Suggested Steps to be Followed in the Call Process.**

The following outline recommends steps congregations may take in the process of discerning a candidate and calling a pastor. Please also refer to your congregation's constitution and bylaws, as they may differ from the steps described below. A congregation's governing documents supersede these suggested steps.

1. **Pulpit Supply/Pastoral Care.** If the pastoral vacancy was not a result of conflict or a traumatic event in the congregation and the congregation is graced with strong and apt leadership, the congregational council and/or a committee of the congregation tasked with worship leadership may step in and oversee and order the worship life of the congregation. The Council or a committee may establish a roster of pastors and apt lay people who could be called upon to provide regular pulpit supply. Pastors on this roster could be called upon to administer the Sacraments as an when required, officiate at funerals, teach Confirmation and Bible Studies and provide emergency pastoral care. However, Congregational councils should be aware that CALC has a very robust understanding of the "Priesthood of All Believers." Congregations are free to appoint congregants which they believe have demonstrated a commitment to Christ and are apt preachers and teachers to regularly preach, teach, and administer the Sacraments in their home congregation.
2. **Intentional Interim Ministry.** If the pastoral vacancy was caused by strife, sudden death of a pastor or a long pastorate, the council should consider appointing an interim pastor to help heal the wounds and, if needed, correct causes of the conflict. In addition, consultants who specialize in conflict situations may be called upon in addition to the Interim Pastor. The congregational council is strongly urged to contact CALC's President for guidance in the establishment of an Intentional Interim Ministry.

The Interim Pastor in an *Intentional Interim Ministry* is called to:

- Provide worship leadership and provide practical pastoral leadership and ministry for the congregation.
- Engage the congregation in self-study and goal setting by assisting congregational leaders and the congregation in reviewing the past and planning for the future in such a way as to strengthen and enhance the mission and unity of the congregation.
- Prepare for the ministry of a pastor who will be duly called by the congregation.

3. **Congregational Profile.** The first step in the process of calling a pastor is for the congregational council is to reflect on and discern: who you are as a congregation (your identity or who you are), your purpose and mission (why you are here); and what God is calling you to do in the future (your vision). This is a time for frankness and honesty on the part of the congregational council and the congregation. This is a time to discern what you want as a congregation and what you need as a congregation, and the wisdom to know the difference. During this process the congregational council and the participants of every congregational meeting declare that they want to the congregation to grow. However, be careful, in responding to this enthusiasm. In practice many leaders and congregants will work to resist any change to congregational life designed to inspire the desired growth. We have provided a document entitled "Congregational Profile" attached hereto as Appendix 1. This document aims to help the calling congregational council to work towards a document which describes the congregation's identity, purpose, mission, strengths, weaknesses, ecumenical possibilities, and vision for the future. The document asks the congregation identify significant events and conflicts for the purpose of helping the congregation to look at what has been learned from these events and conflicts. It also helps the congregational council and congregation to identify the attributes that the new pastor should possess in order to work with the congregation in moving forward in mission according to the congregation's vision.

The congregational profile could be filled out in several ways:

- (a) The council could meet as a group, discuss each question, and come to a consensus answer for each of the profile's questions. The council would have to meet over several sessions to accomplish this.
- (b) The council members could each fill out the profile separately, then come together, compare answers and hammer out a consensus answer to each of the profile's questions. The council would have to meet over several sessions to accomplish this.
- (c) Council could involve other key leaders of the congregation in the process described in (a) or (b) above. These leaders could include: members of the appointed call committee; past and present Sunday School Superintendents; past and present Chairpersons and trusted members of congregational committees not on council; longtime members of the congregation; and other congregational members who are gifted with the

Spiritual gifts of Administration or Discernment.

- (d) The congregational Council could host “Town Halls” or “Informational Meetings” to elicit congregational responses to key questions asked in the congregational profile (not the whole profile document). The congregation could be asked for input with respect to answering Part V - Questions 18-20 and Part VI - Questions 21-25. Congregants could be asked to fill out the survey found in Part VII.

- 4. **Establishing the Call Committee:** The ultimate authority to call a pastor rests in the membership of the congregation at a duly called congregational meeting. Typically, the congregation may issue a call to a candidate if 67% of those present and voting at a duly called meeting of the congregation vote to call the candidate.

The congregational council is called to oversee the call process. Theoretically, the congregational council could function as the call committee, however, this scenario should be avoided. The congregational council is responsible for overseeing all aspects of congregational life. At a time of vacancy, council’s oversight of all aspects of congregational life is critical. The work of the call committee is demanding and will detract from their other duties. However, having said that, a member of the congregational council should serve on the call committee.

Typically, the congregational council appoints a call committee who is tasked with the awesome privilege and responsibility of discerning the identity of the candidate to be considered for call. The call committee should consist of a minimum of 5 to a maximum of 9 members. The Congregation Council should appoint, from among its members, one member of the call committee. Because of additional demands on the chair of the Congregational Council a pulpit vacancy and transition to a new pastor, it is recommended that the chair of the Congregational Council not be a member of the Call Committee. The other members of the committee should, to the greatest extent possible, represent the demographics of the calling congregation. The call committee should include both men and women, young adults, parents of young children, middle aged people and seniors. The ideal call committee member has a mature faith, is an active member of the congregation, has held leadership positions in the congregation and is considered wise and discerning by his/her peers. Call committee members must be available to meet frequently at various time, especially as the committee moves into the interview process. Therefore, each committee member’s work, travel and vacation schedule should be considered in making the selection. Council should not appoint a congregational member to the committee, if the member travels a great deal for work or pleasure, has a demanding job or profession, is committed to caregiving for a spouse or family member, or is committed to be active in other pursuits.

- 5. **Call Committee Operation.**

The call committee should receive a complete copy of this call process manual as well as copies of the completed congregational profile. The Congregational Council should provide the committee with information concerning the salary and benefit range that the congregation can consider. The call committee is free to discuss the range of compensation and benefits with a candidate. However, salary and benefit considerations are not matters which are to be negotiated between the candidate and call committee. The call committee does not have the authority to commit the congregation to a dollar figure or an extra week of vacation or additional educational leave. These are matters the congregational council puts forward for consideration and approval by the congregation.

The first time the call committee meets, their first order of business is to appoint, from among its members, a chairperson and a secretary. The chairperson will conduct each meeting of the call committee. The secretary will keep minutes or notes of each call committee meeting and keep copies of all documents received by the call committee and forward them to call committee members.

Members of the call committee will receive sensitive information concerning a candidate for call as your congregation’s pastor, including, but not limited to: (a) The Application for Entry Into the Pastoral Ministry in a CALC Congregation; (b) academic transcripts; (c) diplomas; (d) academic degrees granted; (e) letters of recommendation or reference; (f) biographical information; (g) police reports; (h) court records; (i) performance evaluations; (j) internship evaluations; (k) biographical sketches or life stories; and (l) similar documents which disclose personal information about a candidate which is not public knowledge. Member will likewise be a party to and overhear discussions between the candidate and the members of the call committee.

There is a compelling need for members of the call committee to maintain confidentiality in the process of assessing a candidate for aptness for ministry in the calling congregation. Specifically, each member of the call committee recognizes that his/her participation in discussions with any candidate for pastoral ministry will place him/her in a position of special trust and confidence with access to confidential information concerning any candidate interviewed by the call committee.

Each member of the call committee is asked to agree that neither he/she, nor anyone operating on his/her behalf, will disclose or use, in any manner, any confidential or proprietary information or material concerning any applicant who submits an application or resume in the process of being considered for call to your congregation unless: to the congregational council (the congregational council must also agree to keep this information confidential); to other members of the call committee; to the President of CALC, who shall keep this information confidential; or expressly authorized to do so in writing by the candidate whose information is being considered.

At the end of the call process, the secretary of the call committee shall ask for and receive the return any and all written information given to members of the call committee during the call process and destroy the same, with the exception of the information on the candidate called by the congregation. Call committee members shall delete all electronic files received by them during the call process, with the exception of electronic files received on the candidate called by the congregation.

6. **Communication with the Congregation:** The council and call committee should strive to have open lines of communication with the congregation, while at the same time respecting the confidentiality of the candidates. To this end, the call committee should report its activities in the congregations publications, including worship bulletins and newsletters. Information provided could include the date the call committee met and the business transacted at the meeting. Below please find examples of periodic communications:

- 2018-06-03: Our call committee met for the first time. We reviewed the call manual, our congregational profile and model letter of call for a pastor. We prepared an advertisement for a fulltime pastor of our congregation to be placed on CALC's website.
- 2018-07-03. Our call committee met and we reviewed candidates on LCMC's website who have indicated a willingness to be considered for a call and selected 5 candidates to contact.
- 2018-09-12. The advertisement on CALC's website and invitations sent to candidates on LCMC's website resulted in 12 responses. We carefully reviewed each response. We narrowed the field down to three candidates.
- 2018-10-05. The call committee has conducted telephone interviews of three candidates. We met to review our notes on the interviews and recommended a candidate for consideration by congregational council.

7. **The Call Committee's Initial Actions:**

- a. **Advertising:** The call committee should first determine how the congregation's pulpit vacancy will be advertised. An advertisement should be placed on "*Church Staffing*" page. The President of CALC should be contacted. Some of our congregations have advertised on their websites and other social media outlets, including their congregational Facebook page.
- b. **Timeline:** The call committee should next establish a timeline. A deadline should be set for the submission of applications by candidates. A definite time should be set for the time the call committee to have reviewed all of the applications received and determined which candidates will be interviewed by telephone. The deadline for the receipt of applications (as described in paragraph d.) should take into account that the candidates will need some time to get the transcripts and letters of recommendation together.
- c. **Actively Seek Candidates.** The committee should contact CALC's President who maintains a list of pastors who have contacted CALC and indicated an interest in being a pastor for a CALC congregation. A congregation might also ask for names of candidates from congregational members. Members of the call committee could contact seminaries. Contact information for CALC's seminary The Institute of Lutheran Theology (ILT): 910 4th St, Brookings, SD 57006, USA, Phone: 1-605-692-9337. ILT can also be contacted by following this link: <https://www.ilt.edu/contact>. Lutheran Congregations in Mission for Christ (LCMC) maintains a list of pastors who are open to a call. Their list may be accessed at this link: <https://www.lcmc.net/pastors-available>.
- d. **Ask for a completed Application from all pastors whom you are potentially interested in interviewing.** The call committee can request any information as they deem appropriate from a candidate. It would be wise to have candidates, who are not serving CALC congregation and you are seriously interested in a potential call to fill out an APPLICATION FOR ENTRY INTO PASTORAL MINISTRY IN A CALC CONGREGATION attached hereto as Appendix 4. Be sure the applicant provides all of the information requested in the application. You can accept copies of academic transcripts for the interview process. Any police check must be less than a year old. Please share these applications received with the President of CALC.
- e. Inform any candidate that is not rostered with CALC that he/she must subscribe unreservedly to CALC's Statement of Faith and Purpose attached hereto as Appendix 3. In addition, candidates which were trained by

and served in other Christian denominations should be told that CALC requires that they covenant to serve CALC congregations according to the Lutheran tradition and most likely will have to take courses through ILT.

- f. The call committee should ask each candidate whether they have sermons posted on the internet. If the candidate has sermons posted online members of the call committee should listen to some of these sermons either independently and/or as a group. Candidates could be asked for transcripts of sermons they have delivered or even asked to record a sermon and forward an electronic file of the sermon to the call committee.

8. **Application Review – Narrowing the Field.**

When the deadline for receiving applications passes, the call Committee should meet as often as is required to thoroughly review each application. Following this review the committee should prayerfully determine which résumés seem to best match your congregation’s specific needs as described in the Congregational Profile. The call committee should narrow the field of applicants to three to be interviewed by telephone. Candidates eliminated from the process at this stage should be notified.

9. **Telephone/Online Interviews.**

Telephone or online interviews will help to narrow the number of candidates to one who will be brought to the congregation for a weekend visit. Telephone interviews can be conducted through a speakerphone with the call committee gathered together in one location, or through a conference call set up through the phone company (more expensive, but easier for everyone to hear/participate.) Online interviews can be facilitated through SKYPE, with the call committee gathered at one location, or GoToMeeting which allows members of the call committee to interact through video conferencing. During the telephone and/or online interview, don't hesitate to ask direct and penetrating questions. (See Section 12. c. below). Feel free to add your own 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. Remember that it is ultimately 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.

Arranging Interviews.

The chair of the call committee should then arrange for an interview with the three candidates selected for a telephone interview at times when the whole committee can be present. Do not stretch out this phase of the process. Candidates are anxious. If there is a delay, notify them.

References.

The references of the three candidates selected for telephone interview should be checked prior to the interview. If the candidate has not already volunteered this information, ask for it. 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.)

Background Checks.

In addition to asking for a Police Report, call committees should call those who have employed the candidate and verify employment. Past Employers will typically only verify that the candidate worked for the employer and the date of hire and the date of separation.

10. **Conducting the Telephone/Online Interview:**

Once references and background information has been obtained, the call committee interviews the candidates which are deemed, following a careful examination of each application, on the surface seem to meet the congregation’s vision for a leader. It is suggested that:

- a. The candidate be reassured that the interview and the documents submitted by the candidate, will be held confidential by the members of the call committee and the congregational council.
- b. The interview with the call committee should last from one to two hours, but no more than two hours.
- c. The call committee develop interview questions. The following are examples of questions the call committee

could ask:

- 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 particular call?
- 12) What aspect of pastoral ministry are you the most excited about?
- 13) What are your strengths and weaknesses as a pastor?
- 14) What is the most challenging aspect of ministry for you as a pastor?
- 15) What is your understanding of baptism?
- 16) What is your understanding of communion?
- 17) What is your understanding of the office of preaching and absolution?
- 18) Have you considered the CALC's Statement of Faith and our congregation's Statement of Faith and can you subscribe to them wholeheartedly? What, if any, reservations do you have?
- 19) Can you tell us about a time when you had to deal with a difficult parishioner regarding a complaint? How did you handle the situation?
- 20) Tell us about a time which was very stressful for you. How did you cope?
- 21) Why do you wish to sever your current call?
- 22) Is your family in favor of relocating, making new friends, finding new employment, getting involved in this congregation's life and activities?
- 23) What is your approach to outreach to the community which surrounds a congregation?
- 24) What is your approach to ecumenical relationships in a local community?
- 25) Do you consider Lutheran doctrine to be something to be brought up periodically, or is it an ongoing, continued emphasis of your ministry?
- 26) Briefly describe what you consider to be the role of a pastor as you serve on the church council or a committee established by the council.
- 27) Briefly describe what you consider the role of the Pastor in the life of a congregation other than worship and leadership of church council and committees?
- 28) Briefly describe your preference for forms or styles worship and hymns: formal traditional liturgical worship which draws primarily on traditional Lutheran hymnody; informal worship services which draw on hymns and praise songs from all Christian backgrounds; or contemporary worship which uses a very simple order of service and draws primarily on the most current contemporary praise songs. Do you feel that you can effectively accept and work within styles of worship which you may not personally prefer?
- 29) What is your approach to pastoral visitation of the members of a congregation your serve? What priorities, if any, do you establish and follow in visitation?

30) Pastors are called to conduct worship. What does the term “conduct worship” mean to you? How do you conduct worship?

31) Describe your personal devotional life.

The call committee can choose to ask any of the questions described above or develop their own question. The committee is advised to use 10-15 questions. The questions could be given to the candidate before the interview and the candidate may be asked to give a short written response to each question and return the same to the call committee. In this way the members of the committee will have an opportunity to consider each of the candidate’s responses beforehand. This cuts down on some of the time set aside for the interview. The candidate can be asked to clarify a written response and/or follow-up questions can be anticipated and then asked at the subsequent interview. The President of CALC can assist in the drafting of questions and the actual interview of candidates.

11. **Guidance for the Call Committee Before, During and After the Interview.**

- a. A danger always exists that call committee members will rate a candidate on the basis of physical and personal characteristics that have little to do with their qualifications as a pastor. Committee members should be able to substantiate their impressions of a candidate with objective behaviors and comments.
- b. Committee members must be on guard of our tendency to rate a candidate as either a good or a bad candidate on the basis of one trait they possess or comment they may have made. We must remember that people are complicated. The office of pastor requires many gifts, skills and talents. A candidate’s strength and weakness in one area does not render the candidate incapable. The whole person must be taken into consideration.
- c. Committee members will experience a sense of awkwardness during the first interview of a candidate and at the beginning of the interviews that follow. This awkwardness is due in part to the process. The call committee is engaged in the process of learning how to work together as a group in the interview process. At the same time the candidate is nervous. The committee should therefore try not to project that awkwardness on to the candidate.
- d. Each interview of a candidate should be treated independently. Resist making comparisons between candidates until all the interviews are completed, references are checked out and a background checks are completed. Each candidate should be judged on his/or her own merits, gifts, skills and talents.
- e. First impressions are very important. They can sway our opinion of and our behavior toward a person. We can all think of times when our first impressions of a person were subsequently proved to be wrong. We can all think of examples of people that made a bad impression on us and subsequently became a steadfast friend. Committee members should therefore resist being swayed by first impressions. Opinions and impressions of a candidate should be based on the whole interview not just the first few minutes.

12. **Submitting the Name of a Candidate to Congregational Council.**

Following the completion of the telephone/online interviews of the candidates, the call committee typically selects one candidate whose name will be submitted to the congregational council for consideration by the congregation. This candidate will be formally asked to visit the congregation and to preach to the congregation.

13. **The Candidate’s Visit.**

The congregational council typically invites the candidate to visit the congregation for a weekend so the congregation can get to know the candidate and for the candidate to get to know the congregation. The congregational council should consider the following questions in structuring the weekend.

- a. Who is invited to attend the weekend event? The candidate alone? The candidate and his/her spouse? The candidate and his/her whole family?
- b. The congregation typically reimburses the costs of travel: airfare, costs of gas for a candidate who drives to the attend the weekend, costs of meals during travel and while with the congregation, and costs of lodging during travel and while with the congregation. Attached as Appendix 6 is a reimbursement form.
- c. Will the candidate merely preach for Sunday worship or preach and lead worship?
- d. Will the candidate meet other church staff, the church council, specific groups of congregants in specific settings and/or a larger group of the congregation at an open forum?
- e. Will the candidate be given an opportunity to explore the community surrounding the congregation?



14. **Joint Meeting.**

Following the completion of the candidate's visit, the call committee and the church council should meet together at a duly called regular or special congregational council meeting. Those present at the meeting should share their thoughts and impressions of the candidate's preaching, demeanor, aptness for ministry in the congregation, the congregation's response to him/her and most importantly, whether they believe that that God is calling the candidate as the pastor of the congregation. Following this open and frank discussion, the chair of the call committee asks for a member of the call committee to make a motion to recommend the candidate to the congregational council as a candidate for the office of pastor of the congregation. If the motion is seconded and two-thirds of the call committee members vote in favor the congregational council acts. The chair of the congregational council then asks for a member of the council to make a motion to accept the call committees recommendation and to call a special meeting of the congregation for the congregation to call the candidate. If a majority of the congregational council votes in favor of the motion the congregational council must establish the terms of the letter of call to be presented to the congregation and set the dates for the congregational meeting. For guidelines for the establishment of the terms of the letter of call and the call of a special congregational meeting see Paragraphs 17 and 18 below.

15. **Terms of the Call.**

Following the joint meeting, the congregational council begins determining the specific terms of the letter of call to be presented to the congregation and then the candidate. These terms include the following:

- a. The basic duties required of the pastor as set forth in the congregation's constitution and bylaws or agreed to by the pastor and the congregation;
- b. Whether the call is a regular call or a term call. A regular call, when accepted by the candidate, creates a relationship between the candidate and the congregation which can only be terminated under the terms of the congregations constitution and bylaws, these typically include: mutual agreement, resignation, death, physical or mental disability, disqualification by reason of professional discipline, neglect of duties, dissolution of the congregation, local conditions that make continued employment impossible. A term call is for a specified number of years. The call letter may permit renewals of the call for successive one year terms. The congregation's option to renew usually requires the congregation to give the pastor notice prior to the end of a term.
- c. The salary to be paid. The council should have set salary parameters before candidate was selected and shared these parameters with the candidate. Council will attempt to set an exact amount from the parameters previously stated. A general rule of thumb is that the candidate should not be offered a salary which is lower than the salary offered in his/her current position or is significantly lower than CALC's compensation guidelines. Costs, including salary, might eliminate some candidates, but do not be afraid to stretch.
- d. A housing allowance which reflects the realities of the surrounding community and falls within limitations imposed by the Canada Revenue Agency; or a parsonage, together with utilities.
- e. A car allowance. The car allowance is either (a) a flat monthly rate paid by the congregation; (b) calculated by the pastor each month, or other reporting period agreed to. The pastor submits a written record the kilometers he/she has driven in the conduct of ministry and is reimbursed at a per kilometer rate. Canada Revenue Agency Cents Per Kilometer Rate for 2018 is 55 cents per kilometer for the first 5,000 kms and 49 cents over 5,000 kms.
- f. The number of paid holidays, paid sick days and paid bereavement days for each calendar year.
- g. Paid annual study leave (typically one or two weeks for fulltime pastors).
- h. Employee benefits. Employee benefits may include: payment of them premiums under applicable provincial medical insurance programs for the pastor and his/her dependents; provision of extended medical and dental insurance coverage for the pastor and his/her dependents; provision of life and disability insurance coverage for the pastor; and/or the provision an employer/employee funded pension plan or contribution to an RRSP. If any employee benefits are offered to the pastor, the congregation and the pastor must work out in advance the portion paid by the congregation and portion paid by the pastor of any premium or payment due for the applicable employee benefit.
- i. How the pastor will be reimbursed for moving expenses. The congregation generally pays the costs associated with: (a) loading a pastor's household goods and personal effects into a moving van, transporting the same to his/her new home, and unloading the same; and (b) the costs associated with traveling from the pastor's previous location to his/her new home including, fuel, meals and lodging. The congregation can agree to pay



Attainment of Quorum and Call to order. The meeting cannot come to order until a quorum of voting members is present at the meeting and the posted time for the meeting has elapsed. The congregation's Secretary should carefully monitor the quorum sign-in sheet and regularly count the signatures for the purpose of determining when a quorum is reached. When the required quorum is reached and the start time for the meeting has elapsed, the congregational chairperson calls the meeting to order and welcomes all present. The chairperson then asks the Secretary to announce the necessary quorum for the meeting and then the actual number of people present at the meeting (which must at a minimum be equal to the required quorum). Once the quorum has been established and the meeting has been called to order, a prayer should be offered.

Appointment of Scrutineers. The chairperson will appoint two scrutineers who will be responsible for the distribution of ballots for a vote on the motion, the collection of the completed ballots and the count of the ballots.

Presentation of the Candidate and Terms of the Call. The congregational council and call committee should lay out the process that was followed which resulted in the candidate's name being put forward.

- A representative of the call committee should briefly describe the process the call committee followed.
  - The attributes of the pastor from the congregational profile.
  - How the pastoral vacancy was advertised.
  - The number of applications that were received. How the field of candidates was narrowed.
  - The number of candidates interviewed by telephone or online.
  - How the candidate stood out. How the candidate met the attributes for a pastor found in the congregational profile.
- A representative of the congregational council should explain the basic terms of the call. The Treasurer should ideally explain the financial aspects of the call.

The chairperson should then call for a resolution calling the candidate. The following is a sample of a resolution which may be used at a congregational meeting.

**Resolved:** The congregation of St. Jude Lutheran Church, Calgary, Alberta, call the Reverend Vernon John Roster as our fulltime pastor upon the following terms:  
*(Check the appropriate option and fill in the amounts were applicable.)*

Base Annual Salary: \$ \_\_\_\_\_

Annual Housing allowance: \$ \_\_\_\_\_ **or**  
 Parsonage plus utilities ( Plus annual equity payment \_\_\_\_\_)

Car allowance:  \$ \_\_\_\_\_ per year  \$0. \_\_ per kilometer.

Annual paid holiday: \_\_\_\_ weeks council to secure pulpit supply for Sundays during your absence

Paid Sick Days: \_\_\_\_ days per year.

Paid Bereavement Days: \_\_\_\_ days per year.

Employee benefits package: including life insurance, AD&D insurance, disability insurance, extended medical, dental and vision insurance. Premiums paid: 50% by the congregation and 50% by payroll deduction.

Pension Plan through \_\_\_\_\_. Contributions paid 50% by congregation and 50% by payroll deduction. **or**  
 Contributions to RRSP established at: \_\_\_\_\_. Contributions paid 50% by congregation and 50% by payroll deduction.

This call is regular call of this congregation when accepted by a pastor shall constitute a relationship, which shall be terminated only on the terms and conditions set out in our congregation's constitution and bylaws; **or**  
 This call shall be for \_\_\_\_ years, and may be renewed by the congregation for successive one year terms, provided the congregation gives the pastor written notice of the exercise of the right to renew 30 days prior to the expiration of the initial term and any yearly renewal of the term.

If a resolution to call the candidate as pastor of the congregation is made and seconded, the chairperson calls for discussion. The congregational council may request that reasonable rules of order be followed in the debate and the discussion on the motion to call the candidate as pastor.

Reasonable Rules of order for the debate and discussion on the motion include:

- Only members of the congregation eligible to vote may speak to the motion.
- Visitors and adherents may be granted the privilege of speaking if a majority of the voting members present vote to allow them to speak. Adherents those who are involved in the faith and life of the calling congregation but have not become members)
- Only those recognized by the chair may speak to the motion.
- A microphone shall be set up on the convention floor for those who wish to speak to any motion. All recognized speakers must use the microphone.
- Those who approach the microphone must identify themselves by giving their full name, their status (member, adherent, visitor), and they must declare whether they speak for or against the motion or have a question regarding the motion.
- Those authorized to speak to the motion may speak for a maximum of four minutes. Authorized speakers may speak only one time unless a question is addressed to them by another speaker and a response is requested. Speeches made in response to a question are limited to three minutes.
- The chairperson may rule a speaker out of order and ask the speaker to step away from the microphone if the content of a speaker’s speech is repetitive, argumentative, irreverent or not on topic.
- The chair will entertain a request to call the question, or call a vote if the dialogue on the motion becomes repetitive, argumentative, irreverent or not on topic.

The Vote: The vote is typically by secret ballot. The scrutineers will distribute the ballots. The ballots should ask the member to vote in favor or against the motion to call the candidate as pastor. Two-thirds of the members present and voting at the meeting must cast in favor of calling the candidate for the motion to pass. A sample ballot is found below.

<input type="checkbox"/> I vote <b>in favor</b> of the motion calling the Reverend Vernon John Roster as our fulltime pastor.
<input type="checkbox"/> I vote <b>against</b> the motion calling the Reverend Vernon John Roster as our fulltime pastor

18. **Final Steps.**

Delivery of the Letter of Call:

If the motion to call the candidate passes, the congregational council may issue a formal letter of call. A sample Letter of Call is attached hereto as Appendix 2. The congregational council fills out the Letter of Call and gives it to the candidate. Delivery can be accomplished by hand delivering the Letter of Call to the candidate, faxing, emailing, or couriering the Letter of Call or mailing it in the Canada Postal system. The candidate has thirty days from the date of his/her receipt of the Letter of Call to accept it.

Ordination/Installation.

If the successful candidate for call to your congregation is not ordained, the call issued by your congregation to that candidate authorizes his/her ordination to the office of the Minister of Word and Sacrament. According to *The Book of Concord* (Kolb & Wengert Edition, page 341), “it is necessary for the church to retain the right to call, choose and ordain ministers. This is a gift bestowed exclusively on the church, and no human authority can take it away from the church.” An ordination is nothing more than a rite or ceremony confirming a pastor’s call by a CALC congregation. The ceremony includes a public declaration by the called pastor to approve and subscribe to CALC’s constitution and Confession of Faith. The ordination takes place in the congregation issuing the call. Pastors and other laypersons (including the council members of your congregation) 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. Subsection 4.2.2 of Article 5 of CALC’s Constitution envisions a partnership between CALC and its congregations in the training and discipline of an ordained ministry or clergy for the administration of the Means of Grace. Therefore, it would be most important for

CALC's President to have been involved in the process discernment which led up to the call of the candidate. The partnership between CALC and the congregation may be reflected in the service of ordination. The President of CALC, or another CALC Pastor may lead the rite of ordination. A certificate of ordination could then be issued by CALC of ordination of the candidate into a CALC congregation. Upon ordination, the candidate's name would forthwith be entered onto the roster of CALC pastors and a certificate indicating the same issued to him/her.

In the case of a congregation joining CALC along with their current pastor, or an existing CALC congregation calling an ordained pastor, while not going through an ordination service, the pastor, nonetheless, would be expected to participate in an installation (affirmation of ordination) service where ordination vows are affirmed. The partnership between CALC and the congregation in the training and disciplining of an ordained ministry may be reflected in the service of installation. The President of CALC, or another CALC Pastor may lead the rite of installation. The candidate's name would be entered onto the roster of CALC pastors and a certificate indicating the same issued to him/her.



## Appendix 1 – Congregational Profile

### Canadian Association of Lutheran Congregations - Congregational Profile

#### Introduction:

This Congregational Profile is a tool for use by congregations in the call process following a pastoral vacancy. The questions which follow ask congregational leadership to look: in the rearview mirror and reflect on the congregation's journey to this point; to look around to get a lay of the land and discern the congregation's pulse and health; and to look ahead and chart a course for the future. They allow congregational leaders to reflect on and discern:

- Your identity, or who you are as a congregation;
- Your purpose and mission, or why you exist;
- Your strengths and weaknesses;
- Ecumenical possibilities open to you;
- What God is calling you to do in the future or your vision.

Some of the questions which follow will ask you to describe aspects of the faith and life of your congregation. You will be asked to describe your congregational worship life, various programs including, Confirmation, adult Christian education, Sunday School, youth programs, intercessory prayer ministries, ministry to seniors, and men's and ladies' groups. You will be asked to examine your ecumenical activities, your public service and your interactions with the community around you. As you list and describe all these activities and ministries, it is important at the same time to reflect upon each one of them. It is important to ask the tough questions about each activity and program. You should ask: "How does this ministry or activity further our congregational mission and vision to reach into the community with Gospel of Jesus Christ and be disciples of Jesus Christ?" and "How can this ministry or activity be improved?"

Other questions ask you to identify significant events and conflicts for the purpose of helping the congregation to look at what has been learned from these events and conflicts.

Some questions are designed to help the congregational council and congregation to identify the attributes that the new pastor should possess in order to work with the congregation in moving forward in mission according to the congregation's vision.

The completed profile should be shared with CALC's President and any candidate that will be seriously considered for a preliminary telephone interview.

The task of discerning the mission and vision of your congregation is daunting. To this end we have provided some information from CALC's 10-Year Plan; specifically, a summary statement of the mission and vision for Congregations.

#### Congregational Mission and Vision:

- A. **Congregations in Mission for Christ:** Jesus has called the whole Christian Church on earth to joyfully and enthusiastically engage in the fulfillment of His Great Commission, and his ministry of love, forgiveness and reconciliation.

*"Then the eleven disciples went to Galilee, to the mountain where Jesus had told them to go. When they saw him, they worshiped him; but some doubted. Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them*

*in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” (Matthew 28:16-20)*

*Again Jesus said, “Peace be with you! As the Father has sent me, I am sending you.” And with that he breathed on them and said, “Receive the Holy Spirit. If you forgive anyone’s sins, their sins are forgiven; if you do not forgive them, they are not forgiven.” (John 20:21-23)*

*“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.” (John 13:34-35). “You have heard that it was said, ‘Love your neighbor and hate your enemy.’ But I tell you, love your enemies and pray for those who persecute you, that you may be children of your Father in heaven.” (Matthew 5:43-45)*

*Then the King will say to those on his right, ‘Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.’ “Then the righteous will answer him, ‘Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?’ “The King will reply, ‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’ (Matthew 25:34-40)*

*“I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.” (John 15:5). But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. (Galatians 5:22-23)*

*We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your faith; if it is serving, then serve; if it is teaching, then teach; if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead, do it diligently; if it is to show mercy, do it cheerfully. (Romans 12:6-8) And God has appointed in the church first apostles, second prophets, third teachers, then workers of miracles, then gifts of healing, helping, administrating, and speaking in various kinds of tongues. (1 Corinthians 12:28) And he [Jesus] gave the apostles, the prophets, the evangelists, the shepherds (preachers) and teachers, to equip the saints for the work of ministry, for building up the body of Christ. (Ephesians 4:11-12)*

*Then Jesus said to them, “Give back to Caesar what is Caesar’s and to God what is God’s.” And they were amazed at him. (Mark 12:17)*

- B. **The Early Church:** During the 2013 Annual General Convention we examined the phenomenal growth of the Christian Church in the first three centuries AD, as described in Rodney Stark’s book entitled “*The Rise of Christianity*.” He revealed that the growth of the church had to do with the people of the church. They unashamedly preached and proclaimed, to a world filled with disease and death, that they believed in a God that so loved the world that He gave His one and only Son so that all who believed in him would not perish but have eternal life. They went out into the world and embodied Jesus’ words in Mathew 25:34-40. Christians were praised because they took care of the sick (most importantly sick pagans) and cared for the poor of their communities, offering them food, drink and clothing. Christians reached out to the strangers that came into their towns and offered them an extended family in Christ. They stood for marriage, one man and one woman joined together by God for a lifelong loving and monogamous relationship. They stood for the family, raising their children in the fear and love of God and rescuing and raising orphaned and abandoned children. They opposed abortion. They believed that their faith permeated every part of their lives and strove to live lives worthy of their high calling in Christ. They treated women and children with love and dignity. They were filled with faith, hope and love. The hope that was in them caused their contemporaries to want to know who they believed in, why they had hope and why they were able to express their love so openly.

- C. **Luther's Seven Marks of a Congregation in Mission for Christ:** Martin Luther called the church to unabashedly preach and proclaim the Word of God. He declared that churches that were in mission for Christ had certain marks or distinctives that all could see. He described these marks in Part III of his treatise entitled "On Councils and the Church." Luther contended that if these marks were present in a Christian community, the one Holy, Catholic, and Apostolic Church was present.
1. **The Congregation is Immersed in God's Word:** Luther wrote: "First, the holy Christian people are recognized by their possession of the holy word of God. To be sure, not all have it in equal measure, as St. Paul says [1 Cor. 3:12–14]. Some possess the word in its complete purity, others do not. Those who have the pure word are called those who *'build on the foundation with gold, silver, and precious stones'; those who do not have it in its purity are the ones who 'build on the foundation with wood, hay, and straw,' and yet will be saved through fire.* More than enough was said about this above. This is the principal item, and the holiest of holy possessions, by reason of which the Christian people are called holy; for God's word is holy and sanctifies everything it touches; it is indeed the very holiness of God, Romans 1 [:16], 'It is the power of God for salvation to every one who has faith,' and 1 Timothy 4 [:5], *'Everything is consecrated by the word of God and prayer.'*" (AE 41, 148)
  2. **The Sacrament of Holy Baptism is Administered.** Luther wrote: "Second, God's people or the Christian holy people are recognized by the holy sacrament of baptism, wherever it is taught, believed, and administered correctly according to Christ's ordinance. That too is a public sign and a precious, holy possession by which God's people are sanctified. It is the holy bath of regeneration through the Holy Spirit [Titus 3:5], in which we bathe and with which we are washed of sin and death by the Holy Spirit, as in the innocent holy blood of the Lamb of God. Wherever you see this sign you may know that the church, or the holy Christian people, must surely be present... (AE 41, 151)
  3. **The Holy Sacrament of the Altar is Administered.** Luther wrote: "Third, God's people, or Christian holy people, are recognized by the holy sacrament of the altar, wherever it is rightly administered, believed, and received, according to Christ's institution. This too is a public sign and a precious, holy possession left behind by Christ by which his people are sanctified so that they also exercise themselves in faith and openly confess that they are Christian, just as they do with the word and with baptism." (AE 41, 152)
  4. **The Office of the Keys Exercised Publicly (Confession and Absolution).** Luther wrote, "Fourth, God's people or holy Christians are recognized by the office of the keys exercised publicly. That is, as Christ decrees in Matthew 18 [:15–20], if a Christian sins, he should be reprov'd; and if he does not mend his ways, he should be bound in his sin and cast out. If he does mend his ways, he should be absolved. That is the office of the keys. Now the use of the keys is twofold, public and private. There are some people with consciences so tender and despairing that even if they have not been publicly condemned, they cannot find comfort until they have been individually absolved by the pastor. On the other hand, there are also some who are so obdurate that they neither recant in their heart and want their sins forgiven individually by the pastor, nor desist from their sins. Therefore the keys must be used differently, publicly and privately. Now where you see sins forgiven or reprov'd in some persons, be it publicly or privately, you may know that God's people are there." (AE 41, 153)
  5. **The Calling, Consecrating, and Ordaining of Ministers (The Holy Ministry).** Luther wrote: "Fifth, the church is recognized externally by the fact that it consecrates or calls ministers, or has offices that it is to administer. There must be bishops, pastors, or preachers, who publicly and privately give, administer, and use the aforementioned four things or holy possessions in behalf of and in the name of the church, or rather by reason of their institution by Christ, as St. Paul states in Ephesians 4 [:8], *"He received gifts among men ..."—his gifts were that some should be apostles, some prophets, some evangelists, some teachers and governors,* etc. The people as a whole cannot do these things, but must entrust or have them entrusted to one person. Otherwise, what would happen if everyone wanted to speak or administer, and no one wanted to give way to the other? It must be entrusted to one person, and he alone should be allowed to preach, to baptize, to absolve, and to administer the



sacraments. The others should be content with this arrangement and agree to it. Wherever you see this done, be assured that God's people, the holy Christian people, are present." (AE 41, 154)

6. **Prayer, Public Praise, and Thanksgiving to God (The Liturgy/Public Worship)**. Luther wrote: "Sixth, the holy Christian people are externally recognized by prayer, public praise, and thanksgiving to God. Where you see and hear the Lord's Prayer prayed and taught; or psalms or other spiritual songs sung, in accordance with the word of God and the true faith; also the creed, the Ten Commandments, and the catechism used in public, you may rest assured that a holy Christian people of God are present. For prayer, too, is one of the precious holy possessions whereby everything is sanctified, as St. Paul says [1 Tim. 4:5]. The psalms too are nothing but prayers in which we praise, thank, and glorify God. The creed and the Ten Commandments are also God's word and belong to the holy possession, whereby the Holy Spirit sanctifies the holy people of Christ." (AE 41, 164)
  7. **The Sacred Cross (Suffering/Sacrificial Giving)**. Luther wrote: "Seventh, the holy Christian people are externally recognized by the holy possession of the sacred cross. They must endure every misfortune and persecution, all kinds of trials and evil from the devil, the world, and the flesh (as the Lord's Prayer indicates) by inward sadness, timidity, fear, outward poverty, contempt, illness, and weakness, in order to become like their head, Christ. ... Wherever you see or hear this, you may know that the holy Christian church is there, as Christ says in Matthew 5 [11-12], "*Blessed are you when men revile you and utter all kinds of evil against you on my account. Rejoice and be glad, for your reward is great in heaven.*" This too is a holy possession whereby the Holy Spirit not only sanctifies his people, but also blesses them." (AE 41, 165)
- D. **Other Marks of Congregations in Mission for Christ**. Luther wrote further: "Beside these seven chief things, there are other outward signs whereby the holy Christian Church is known, viz., those whereby the Holy Ghost makes us holy according to the Second Table of Moses, —
1. As when he helps us to honor father and mother from the heart, and helps them to raise their children in a Christian way and to lead honorable lives;
  2. When we serve our princes and lords faithfully and obediently and are subject to them, and they, in turn, love their subjects and protect and guard them;
  3. When we are angry with no one, bear no wrath, hatred, envy, or vengefulness toward our neighbor, but gladly forgive him, gladly lend to him, help and counsel him;
  4. When we are not unchaste, immoderate in drinking, proud, haughty, boastful, but pure, self-controlled, sober, kindly, gentle, and humble;
  5. When we do not steal, rob, take usury, indulge in greed, cheat, but are mild, kind, satisfied, generous;
  6. When we are not false, lying and perjuring, but truthful, reliable, and whatever else is taught in these commandments, all of which St. Paul teaches abundantly in more than one place.
  7. For we need the Decalogue not only because it tells us in legal fashion what we are bound to do, but also in order that we may see in it how far the Holy Ghost has brought us in His sanctifying work, and how much we still fall short, so that we may not become careless and think that we have now done all that is required. Thus we are constantly to grow in sanctification and ever to become more and more "a new creature" in Christ."
- E. **10 Year Plan - Congregational Vision**: As congregations rooted in the Holy Scriptures and the Lutheran Confessions we are called by God to be filled with faith, hope and love and continue to grow into communities of faith where:
1. **Reformation Worship**: We are called by God to be worshipping communities. Our worship is informed by and conforms to the traditions of the Lutheran Church. When we worship we listen to the Word of God in Scripture and preaching, receive the Sacraments, and respond with confession, prayer, praise, thanksgiving and with tithes and offerings. During worship we are nourished spiritually and partake in the mysteries of the Kingdom of God. Jesus gave this admonition to those who he has called to be leaders

in his Church. Jesus said to them: *“Therefore every teacher of the law who has become a disciple in the kingdom of heaven is like the owner of a house who brings out of his storeroom new treasures as well as old.”* By these words, Jesus admonished and encouraged faithful preachers and leaders of his Church not to be like misers who keep what God has given us to ourselves; nor, like a merchant, traffic with them, to enrich ourselves. Jesus calls us to act as faithful parents, distributing the gifts of God with a liberal, yet, judicious hand, for the comfort and support of the whole congregation. The Holy Bible is such a storehouse. We are called to draw from the Old and the New Testament in public reading of the Scriptures, preaching and teaching. Our Hymnals and other worship resources are such a storehouse. We can draw liturgies and hymns from them by which we worship God. At the same time we can draw from contemporary liturgies and orders of worship and contemporary praise songs.

2. **Discipleship:** We are called by God to be disciple-making communities. Jesus defined discipleship or discipling as: *“teaching them to obey everything I have commanded you.”* Discipleship is receiving and passing on an essential message. The Apostle Paul describes this most succinctly: *“For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures, that he was buried, that he was raised on the third day according to the Scriptures, and that he appeared to Cephas, and then to the Twelve.”* (1 Corinthians 15:3-5). In these verses Paul declared that Jesus’ death and resurrection are understood only in reference to the Old Testament Scriptures. He in another place Paul declared: *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.* (2 Timothy 3:16). Disciples are students of the Old and New Testament Scriptures. Disciples rooted in Scripture are equipped to *“give back to Caesar what is Caesar’s and give back to God what is God’s”* in their daily lives, including their jobs and professions. Disciples are given Spiritual Gifts and skills. Disciples rooted in Scripture will discern their Spiritual Gifts and use them to God’s glory. Jesus makes this promise to Disciples: *“Anyone who loves me will obey my teaching. My Father will love them, and we will come to them and make our home with them.”*

Disciples recognize the great gift that they have received from God in Christ Jesus. They recognize that God’s gift can be given to others through the proclamation of the Gospel. Disciples share their gift with others and God uses the sharing of this gift to draw others to Jesus and make them disciples.

3. **Outreach:** Partnerships are formed with other CALC congregations, likeminded Church bodies, groups, and independent movements for evangelistic outreach, missions, and the support of caring ministries.
4. **Discernment of Call:** Candidates for pastoral ministry can hear God speak to them, have their call to ministry discerned, can work with CALC and their congregation to chart a course for their training for the pastoral ministry and receive mentorship, prayers and financial support during their time of education and equipping.
5. **Ministry:** Pastors joyfully and enthusiastically preach, teach, baptize, commune, confirm, marry, comfort the distressed and the dying, visit, and provide counsel, support and guidance to those in leadership positions in the congregation in accordance with the Scriptures, our Lutheran Confessions and CALC’s Confession of Faith.
6. **Pastoral Support:** Pastors are prayed for and cared for by their congregations and their present and future needs are provided for in a manner that pleases God.
7. **Gathering.** Gathering with their brothers and sisters in CALC for conferences, conventions and clusters for praise worship, education, inspiration and encouragement is a high priority.

In discerning a congregational vision for the future God calls us to study, to pray, to plan, and to step out in faith. Stepping out in faith is full of risks and is daunting. Scriptures give us words of encouragement: *“In their hearts humans plan their course, but the Lord establishes their steps.”* (Proverbs 16:9). These are words of promise and comfort. God will guide and will bless us on our way.

## Part I – Contact Information

### 1. Congregational Contact Information.

Name of Congregation			
Street/Mailing Address			
City:	Province:	Postal Code:	
Telephone:	Fax:		
Website	Email:		

### 2. Chairperson's Contact Information

Congregational Chair			
Street/Mailing Address			
City:	Province:	Postal Code:	
Telephone:	Cell:		
Work Tel	Email:		

### 3. Call Committee Chairperson's Contact Information

Call Committee Chair:			
Street/Mailing Address:			
City:	Province:	Postal Code:	
Telephone:	Cell:		
Work Tel	Email:		

### 4. Membership Statistics

Baptized Members	
Confirmed Members	
Average weekly worship Attendance	

Would you describe your church community as? (Choose one)

Growing

Stable

Declining

**Most members live within what distance of the church building?**

a. Estimate, to the nearest whole number, the percentage of congregational members who live within the following distances of the church building:

Distance from Church	Percentage of Congregation	Distance from Church	Percentage of Congregation
½ km from church		1-3 km from church	
½-1 km from church		more than 3 km from church	

b. Estimate, to the nearest whole number, the percentage of congregation members who use the following modes of transportation to come to church: walk or take public transportation: drive personal vehicles

<b>Mode of Transport</b>	<b>Percentage of Congregation</b>
Walk or take public transportation	
Drive personal vehicles	

## Part II – Worship/Discipleship

### 5. Worship

#### **Regular Sunday Worship.**

Describe your Sunday Worship, including the number of services on a Sunday, service times, type of service (contemporary, traditional and/or blended), frequency of Holy Communion, minimum age for Holy Communion, accompaniment (piano, organ, praise band or other), hymnals and liturgies used. What is the average weekly attendance at each service.

**Other Services of Worship.**

Special Worship services (other than regular Sunday worship) held during the year (Advent, Christmas, Epiphany, Lent, Easter), type of service (contemporary, traditional and/or blended), accompaniment (piano, organ, praise band or other), hymnals and liturgies used. What is the average attendance at each service.

**6. Christian Education**

**Sunday school.**

Describe your Sunday School. How do you group the children for classes. When does Sunday School occur. What is the average weekly attendance.

**Confirmation Classes.**

Describe your Confirmation program. How long is your confirmation program (example: 2 years – September to May). How often do confirmands meet (example: weekly on Wednesdays). How many in the program currently? What materials do you use?

**Adult Christian Education.**

Describe your Adult Christian Education program – pastor or lay led Bible studies or other Christian educational opportunities offered to congregants. How often do participants meet (example: weekly on Wednesdays). How many in the program currently? What materials do you use?

**Small Group Bible studies:**

Describe your Small Group Bible study program – typically lay led groups who meet together regularly in homes. How often do participants meet (example: weekly on Wednesdays). How many in the program currently? What materials do they use?

**7. Congregational Organizations**

**Women.**

Does your congregation have a women’s group? Please describe the ministry the women’s group provides the congregation. How often do the women meet? How many participate in their meetings? Is Bible study a part of their regular meetings? What materials do they use?

**Men.**

Does your congregation have a men's group? If you do please describe the ministry the men's group provides the congregation. How often do the men meet? How many participate in their meetings? Is Bible study a part of their regular meetings? What materials do they use?

**Youth.**

Does your congregation have a youth group? If you do please describe youth program and the ministry the youth group provides the congregation. How often do the youth meet? How many participate in their meetings? Is Bible study a part of their regular meetings? What materials do they use?



**Choirs – Ensembles.**

Does your congregation have a choir, praise band, quartet, trio, duo, or worship leader who regularly provide special music or lead worship? If you do, please describe ministry the musical group or worship leader group provides the congregation, the frequency that musical leadership is provided.

**Intercessory Prayer Ministry.**

Does your congregation have an Intercessory Prayer Ministry? If you do, please describe the prayer ministry. Please indicate the number that participate in the ministry and the frequency of meetings.

**Other Ministries.**

Describe any other ministries of your congregation.

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

*(For example: food bank sponsor - or contributor, build shelter for low-income residents in the community, addiction-related groups or other organizations.)*

### Part III – Significant Historical Events and Developments.

**8. List three events or developments that are important from the history of your congregation.**

*(Please indicate the dates. If you have a short, concise congregational history, please attach it. For example: significant anniversaries, building programs, merger, worship service added, outreach ministries, staff or pastoral positions added or revamped, lengthy pastorates, interns, intentional interims, restructuring of congregational Council or board, mission development, relationship with Lutheran agencies or organizations, capital appeals)*

9. **Historical or internal issues in any congregation about which a candidate should be aware.**

**Please describe:**

a. The length of time your previous pastors served and their reasons for leaving.

b. The most significant conflict in your congregation in the last 20 years and what the congregation has learned from that conflict.

b. continued.

c. Has your congregation experienced a major conflict in the last several years which remains unresolved? If yes, explain.

How would you describe the relationships in conflict described above? (Check each one applicable.)

Pastor vs. congregation (or portion of congregation)

Between groups in the congregation

Between individuals in the congregation

Between the congregation and an outside group in the community

10. Describe the congregation's present staffing. Please include volunteers responsible for parish printed communications, supervising education programs, building maintenance or other regular tasks.

*(For paid staff: note whether part-time or full-time; whether members of the congregation; lines of accountabilities; and length of service.)*

**11. The Congregation's Church Building:**

**Completion date of main church building:**

**Completion dates of Additions:**

**Date of last renovation:**

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

If yes, when?:

Please describe existing building issues which may need to be addressed and the current extent of handicapped accessibility. Also use this space to describe the condition of any church property, its insured value and any outstanding debt on it.

**12. Briefly describe the congregation's stewardship practices. What process is used for determining annual income projections? What is your current commitment (percentage of offerings) to ministry beyond the congregation (other ministries)?**

*(For example: describe how stewardship is encouraged; pledge Sundays; how offerings are allocated.)*

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

*(Comment on how use of financial resources reflects the congregation's mission.)*

**Part IV – Mission in the Congregation’s Surrounding Community.**

**14. Describe the larger community in which the church building is located and list the sources of your information.**

*(For example: gender percentages, ethnicity, marital status, median age and income; types of employment; quality of education, cost and types of housing, and recreational activities.)*

**15. Describe three distinct attributes of the community the congregation serves.**

*(For example: urban, suburban, small town or rural; growing, stable or declining economy; ethnic diversity, education opportunities; household profile.)*



**16. What trends in the community should be addressed by the congregation in the next five years?**

*(For example: impact of population shifts, domestic violence, day care, youth services or recreation, homelessness, new construction, inflated housing prices or decline of housing stock.)*

**17. What opportunities for ecumenical cooperation have you found in your community?**

*(For example: cooperative worship, youth events, food pantry, women's shelter or homeless shelter.)*

**Part V – Where is God Leading Us?**

**18. In the past five years, has the congregation conducted a process to review its ministry and goals?**  
Yes \_\_\_ No \_\_\_ . If yes, briefly outline the process used to develop these.

**19. What is the current vision or mission statement of the congregation?**  
*(Comment on whether this mission statement accurately reflects the current understanding of the mission of the congregation or if it may need to be re-evaluated.)*

20. **During the next one to three years, what are the top three mission priorities for the congregation which, if accomplished, hold the most promise for the continued development of your ministry?**  
*(For example: outreach; service to the community; building program; adding staff or rostered ministers; restructuring of committees or boards; stewardship or evangelism programs.)*

**Part VI – Congregational Strengths and Challenges.**

21. **What is your congregation excited about?**  
*(For example: list events or activities that generate interest and participation.)*

22. List the three greatest strengths that the congregation has and outline any strategies that you have developed, if any, to make good use of them.

23. List the three greatest weaknesses that the congregation has and outline any strategies that you have developed, if any, to address them.

24. **List the three greatest challenges within the congregation at the present time and outline any strategies you have developed, if any, to address them.** (e.g. youth, worship attendance, Sunday school, etc.)

25. **As you look at your strengths, weaknesses and challenges, what are some of the gifts and qualities which you believe will be important for your next pastor to have?**

## Part VII – The Leader We Seek

26. **Ministry Priorities and Skills.** Below please find a table which lists various areas of congregational life in which a pastor normally takes a leadership role and specific areas of pastoral ministry. For each area of ministry, please rate:

- First, assess how important is each area of ministry to role of the pastor in faith and life and mission of your congregation.
- Second, assess how important it is that the pastor have skills in each area.
- Third, after assessing each area of ministry choose the four areas of ministry that are the most critical to the faith life and ministry of the congregation.

In rating 1 is the lowest priority or lowest need for a skill and 5 is the highest priority or the highest need for a skill.

<b>Ministry Area</b>	<b>Description</b>	<b>(a) Priority 1-5 5 is High</b>	<b>(b) Skill 1-5 5 is High</b>	<b>(c) Four areas of most essential need</b>
Worship Leadership	Place high value on carefully planned and well conducted worship services.			
Social Ministry	Enable persons to become aware of community needs and participate in action and advocacy.			
Children's Ministry	Teach and relate to preschool and elementary age children.			
Ministry to Youth and Young Adults	Teach, work and relate well with high school and young adults.			
Teaching Adults	Teach and lead adults in faith development.			
Administration	Oversee the affairs of the organization and work of staff.			
Community	Represent the church and motivate persons to corporate in community activities.			
Ecumenical Work	Stimulate cooperation in local inter-church program.			
Stewardship	Inspire and motivate persons in developing and using individual and group resources in the service of the church.			
Evangelism	Reach out with the Good News of Jesus the Christ.			
Visitation	Support and nurture persons by visiting with them in their homes and hospitals.			
Preaching	Proclaim law and gospel as it applies to the lives of people.			
Ministering in Crisis	Support persons in the midst of crisis.			
Financial Management	Work with accounts, figures and budgets.			
Inter-personal Climate	Exhibit and inspire a spirit of community.			
Recruit and Equip	Enlist, equip and motivate leaders to carry out the work of the congregation/organization.			
Interpreter of Theology	Communicate a comprehensive understanding of the Bible and Christian theology from a Lutheran perspective.			

Ministry Area	Description	(a) Priority 1-5 5 is High	(b) Skill 1-5 5 is High	(c) Four areas of most essential need
Innovator	Envision and implement new approaches, activities and projects.			
Conflict Management	Analyze and utilize conflict situations to strengthen community life.			
Planner	Map out objectives, plan overall organization strategy and design programs.			
Sharing Leadership	Work mutually with volunteers and colleagues in a staff situation.			
Family Life/Self Care	Expect the rostered minister to and allow time for cultivating home and personal life.			
Study Habits	Expect the rostered minister to and allow time for following a regular schedule of reading and studying.			
Spiritual Discipline	Expect the rostered minister to and allow time for maintaining a disciplined life of prayer and personal devotion.			
Small Groups	Plan, cultivate and support small group ministry.			
Teaching Youth	Creatively relate to youth to teach the faith and inspire commitment.			
Transformational/Redevelopment	Lead a declining congregation into hope and new life.			
Musical and Artistic	Enjoy and use music and the arts to enhance worship.			

**27. Compensation and professional expense reimbursement.**

Range of Base Salary	
Range of Housing Allowance (annual equity payment if parsonage provided)	
Range of Combined Salary and Housing Allowance	

In addition to base salary, we provide: *(Check all that apply)*

- Parsonage    Housing Equity Allowance  
 Continuing Education  
 Car Allowance  
 Extended Health, Dental and Pension

Other: *(Please explain briefly below.)*

**Total compensation and professional expense package: \$ \_\_\_\_\_**

## Appendix 2 – The Letter of Call



### Canadian Association of Lutheran Congregations

## Letter of Call

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

Date: \_\_\_\_\_  
From: \_\_\_\_\_  
To: \_\_\_\_\_

Mindful of the apostolic admonition that all things be done decently and in order, and in accordance with the practice of the Lutheran church to provide qualified persons of good report and in whom the fruits of the Spirit are manifest, the Canadian Association of Lutheran Congregations recognizes the office of the ministry established by our Lord and seeks through it to give the spiritual leadership and pastoral care necessary for the establishment, growth, development, and welfare of Christ's holy Church. Accordingly, the congregation of \_\_\_\_\_ at a meeting of the congregation held on \_\_\_\_\_ has called you to serve as pastor of this congregation according to the following terms:

#### **That You...**

1. Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and doctrine of the Lutheran Church;
2. Baptize, confirm and marry in accordance with the teaching of CALC and with the laws of the province of residence, visit the sick and distressed and bury the dead;
3. Encourage faith active in love, in personal and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregations;
4. Comfort the mourning, to console the depressed, to bring the promise of redemption to those who seek redemption, to carry forth into the world the Word of the merciful God with its promise of salvation.
5. Encourage and empower, through God's Word, every Christian as a royal priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has given him or her, either individually, person to person, or in assemblies of the congregation.
6. Install members of the Congregational Council.
7. Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
8. Encourage the members to be generous in support of the ministry of the Congregation and the Church;
9. Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants. The parish records shall be kept in a written and/or electronic form, which shall remain the property of the congregation.
10. Commend members who move to the pastoral care of the parish in which their new home is located.
11. Be responsible for the pastoral care of our members and adherents, including regular visits.

#### **That We...**

1. Receive you as our Pastor and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer.
2. Promise you our faithful assistance in the work to which you are called.



3. Support the work of our congregation and the Canadian Association of Lutheran Congregations.
4. Pay you an annual salary in the amount of \$\_\_\_\_\_. Your salary will be reviewed annually.
5. Pay your salary in twelve equal monthly installments, with each monthly installment to be paid as follows: a draw at midmonth and the balance at each month's end.
6.  Option #1: Provide you a residence kept in good repair, including utilities.  
 Option #2: Pay you a housing allowance of \$\_\_\_\_\_. The allowance to be paid on the same basis as the monthly salary housing allowance to be reviewed annually.
7. We will deduct from your salary and remit to the appropriate authority all taxes and submit all deductions payable as prescribed by law (including, but not limited to employment insurance, income tax, Canada Pension Plan).
8. Contribute to a medical/insurance/pension plan as follows:
  - Make an annual contribution to a group pension fund currently administered by \_\_\_\_\_ in the amount of five percent (5%) of your wage (deducted from your wages and paid in monthly installments as a payroll deduction) and five percent (5%) of your wage contributed by the congregation (paid in monthly installments).
  - Pay Provincial Medical premiums in the amount of \$\_\_\_\_\_ (50% deducted from your wages as a payroll deduction and 50% contributed by the congregation)
  - Provide an Employee benefits package including life insurance, AD&D insurance, disability insurance, extended medical, dental and vision insurance, through \_\_\_\_\_. Premiums for said benefits to be calculated and determined by the \_\_\_\_\_. Coverage to be reviewed periodically and subject to change (50% of the premium deducted from your wages as a payroll deduction and 50% contributed by the congregation).
9. Grant you an annual paid vacation of \_\_\_ weeks (council to arrange for pulpit supply for Sundays during your absence) and \_\_\_ weeks paid study leave. You will be required to take all vacation days and study leave in the calendar year they are earned.
10. Grant you \_\_\_\_\_ paid sick days per calendar year, \_\_\_ paid bereavement days per calendar year, and maternity and parental leave as provided by applicable laws.
11. Provide your auto reimbursement as follows:
  - Option #1: In the amount of \$\_\_\_\_\_ per kilometer.
  - Option #2: Automobile allowance in the amount of \_\_\_\_\_ (\$\_\_\_\_\_.00) per month (\$\_\_\_\_\_.00 per year)
12. Reimburse you for expenses not otherwise provided for incurred in attending regional and national conventions and other official meetings at which your attendance is required.
13. Urge you to participate in continuing education opportunities and we will support you in that regard.
14. Pay your moving expenses (including travel) as follows: \_\_\_\_\_  
 \_\_\_\_\_

**Term/Termination:**

**Option 1:** This letter of call shall be for a term of \_\_\_\_\_ years, commencing. This call may be terminated before the end of the term for the following reasons: (a) your written resignation (with the resignation taking effect 30 days following the date of said written resignation); (b) disciplinary action was taken against you, you were found liable and discipline was imposed against you; (c) you suffer from a physical or mental incapacity which severely impacts your ability to minister to and serve this congregation; (d) continued neglect of pastoral ministry (Provided you were given written notice of the alleged failure and neglect and you failed and refused to fulfill the terms of this letter of call within 30 days of the date of the letter); (e) your stress leave or medical leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter ("extended stress leave") and (f) your inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on your moral and or spiritual character.

**Option 2:** This call, once accepted, can be terminated for the following reasons: (a) your written resignation (with the resignation taking effect 30 days following the date of said written resignation); (b) disciplinary action was taken against you, that is you were found liable and discipline was imposed against you; (c) you suffer from a physical or mental incapacity which severely impacts your ability to minister to and serve this congregation; (d) continued neglect of diaconal ministry (Provided you were given written notice of the alleged failure and neglect and you failed and refused to fulfill the terms of this letter of call within 30 days of the date of the letter); (e) your stress leave or medical leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”); and (f) your inability to conduct the diaconal office satisfactorily in the parish in view of local conditions, without reflection on the moral and spiritual character of the deacon.

In the case of actions under paragraphs (b) through (f), inclusive, CALC’s guidelines for discipline and termination of call shall be followed. See Appendix 1.

**Notice:**

Any written notice which may be given by the Congregation to you shall be considered given to you on the date the written notice is handed to you by any member of the Church Council of the Congregation, any officer of the Congregation, the church secretary of the Congregation and/or other pastor/diaconal minister serving with you. If the notice is delivered by Canada Post or a courier, it shall be deemed delivered to you (5) days after it is dropped in the mail or delivered to the courier. The address for delivery of notice by mail or courier shall be to the home address on file with the Congregation for the Pastor as of the date of notice.

Any written notice which may be given by you to the Congregation hereunder shall be considered given to the Congregation on the date the written notice is handed by you to any member of the Church Council of the Congregation, any officer of the Congregation, the church secretary of the Congregation and/or other pastor or diaconal minister serving with you. If the notice is delivered by Canada Post or a courier, it shall be deemed delivered to the Congregation five (5) days after it is dropped in the mail or delivered to the courier.

Correspondence should be sent to:

<p>If to the congregation:</p> <p><i>Name</i></p> <p><i>Street Address</i></p> <p><i>City, Province, Postal Code</i></p> <p><i>Telephone:</i></p> <p><i>Email address:</i></p>	<p>If to you:</p> <p><i>Name</i></p> <p><i>Street Address</i></p> <p><i>City, Province, Postal Code</i></p> <p><i>Telephone:</i></p> <p><i>Email address:</i></p>
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**Laws:** This call letter shall be subject to the laws of the province of \_\_\_\_\_.

May the Lord our God grant you His Holy Spirit, to guide you according to His will in the consideration of this call.

We earnestly request you to acknowledge receipt of this Letter of Call immediately. It is our hope that your decision will not be unduly delayed, specifically not more than thirty (30) days from the date of your receipt of this Letter of Call.

Dated: \_\_\_\_\_

By: \_\_\_\_\_ Council Chair

I accept this call:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Pastor

## Appendix 1 to the Letter of Call – CALC Policy on Discipline/Termination of a Call

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

**Discipline:** All Pastors rostered with the Canadian Association of Lutheran Congregations (“CALC” or “Association”) shall be subject to the discipline of the Association. Our Association reserves the right to suspend, discipline, or dismiss any pastor on CALC’s Roster of Pastors.

**Grounds for Discipline:** This Association may discipline, suspend or dismiss a Pastor for the following reasons: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in this constitution; (b) conduct unbecoming a Pastor; (c) willful disregard of the constitution, administrative bylaws and enactments of this Association.

**“Conduct unbecoming a pastor” shall include:**

1. Conviction of a criminal offence.
2. Membership in an organization described in Section 2 of Part 3 of CALC’s Constitution and Bylaws.
3. Family Matters: (i) Separation or divorce that occurs without consultation with the congregation’s church council and without the rostered minister taking appropriate action on any agreement reached in such consultation. Each case of separation or divorce must be considered pastorally. (ii) Desertion or abandonment of spouse or children. (iii) Abuse of spouse or children. (iv) Repeated failure to meet legally determined family support obligations.
4. The misuse of alcohol or non-prescription mind-altering drugs and other substances.
5. Financial Misconduct: (i) indifference to or avoidance of legitimate and neglected personal debts; (ii) embezzlement of money or improper appropriation of the property of others; and (iii) using the ministerial office improperly for personal financial advantage.
6. Inappropriate sexual acts, including, adultery, promiscuity, addiction to pornography, the sexual abuse of another, or the misuse of counselling relationships for sexual favours or other advantage.
7. Sexual Harassment, as defined in regulations promulgated by our Association from time to time.
8. Continued failure and neglect to adequately fulfill the terms of a pastor’s letter of call from a congregation or other organization. Provided the pastor has been given written notice of the alleged failure and neglect and fails and refuses to fulfill the terms of said letter of call within 30 days of the date of the letter.

**Procedure for Discipline:** Discipline shall be administered in accordance with the constitution and the bylaws of the calling congregation. If for the sake of confidentiality, or if attempts by the local congregation fail, the matter may be directed to the President of the Association for counsel (who may follow the same procedure of Matthew 18:15-20, etc.). If such counsel fails to resolve the problem, it shall be referred to the Board of Elders for hearing who shall take appropriate action (such as exoneration, suspension, or dismissal of the pastor), and the Board of Elders shall act upon such recommendation and report such action to the next General Convention. A Pastor who is suspended or dismissed by the Board of Elders may appeal such decision to the Board of Appeals and Adjudication, whose decision shall be final. CALC has developed procedures for the initiation of a complaint against a Pastor and conduct of a hearing before the Board of Elders for: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in this constitution; (b) conduct unbecoming an Diaconal Minister; (c) wilful disregard of the constitution, administrative bylaws and enactments of this Association and (d) sexual matters and family matters. See CALC’s Ministry Standards.

**Termination of Call:** A call to pastoral ministry may generally be terminated for the following reasons: (a) The pastor’s written resignation (with the resignation taking effect some time following the date of said written resignation); (b) the pastor suffers from a physical or mental incapacity which severely impacts his/her ability to minister to and serve his/her congregation; (c) disciplinary action was taken against the pastor, he/she was found liable and discipline was imposed against him/her; (d) his/her continued neglect of pastoral ministry (Provided he/she was given written notice of the alleged failure and neglect and he/she failed and refused to fulfill the terms of their letter of call within 30 days of the date of the letter); (e) the pastor’s stress leave or medical has lasted twelve (12) months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”); and (f) the pastor’s inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on the moral and spiritual character of the pastor.

**Voluntary Procedures on Termination:** The following provisions may apply if it is alleged that: (a) a pastor suffers from a physical or mental incapacity which severely impacts his/her ability to minister to his/her congregation; (b) a Pastor has neglected and continues to neglect his/her ministry; (c) a Diaconal Minister's stress leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter ("extended stress leave"); or (d) a Pastor is unable to conduct the pastoral office satisfactorily in that parish in the view of local conditions, without reflection on the moral and spiritual character of the pastor. [88]

**Appointment of an Advisory Committee:** Upon the request of the subject pastor's congregational council or the receipt of a petition signed by at least one-third of the voting members of said congregation, our President shall appoint an advisory committee (AC) to investigate the allegations. Said AC shall consist of: the President, two CALC pastors or Diaconal Ministers (not affiliated with the subject congregation); and two members of the subject congregation. The AC shall attempt to mediate between the Pastor in question and the congregation and bring about a resolution.

**Cases of Neglect of Ministry.** In the case of alleged neglect of ministry all those concerned shall be heard, by the President and the AC. Following the receipt of all relevant information, the President together with the AC shall counsel with the Pastor and the congregation on a proper course of action, which may include setting specific goals to be achieved by the Pastor in the fulfillment of the terms of his/her call. Such counsel shall be offered out of Christian love and is not to be regarded as an act of discipline. If after such counsel, the Pastor has failed to meet the agreed upon goals, the congregation may terminate the call by majority vote at a duly called congregational meeting.

**Cases of Incapacity and Extended Stress Leave.** In the event of an alleged physical or mental incapacity, or extended stress leave, the AC shall make every effort to elicit medical testimony and other credible evidence as to the extent of the mental and physical disability or the extended stress leave, together with a prognosis for a return to work.

The AC will attempt to meet with the pastor, his/her spouse and/or his/her legal representative for the purpose of working toward an amicable solution, which may include: (a) the pastor's gradual return to work as suggested by the pastor's treating physician and/or disability carrier; and (b) the implementation workplace measures which may be taken to accommodate the deacon's return to work. If the AC and the pastor and/or his/her representatives are unable to accommodate the pastor's return to work, or the agreed upon work place accommodations and return to work plan fail, the AC and the pastor and/or his representatives shall work toward a mutually acceptable termination of employment and severance package. Unless otherwise agreed by the parties, the compensation received by the pastor shall be equal to: (a) the pastor's monthly compensation as of the date of the medical leave (or some fraction thereof as agreed to by the pastor and the congregation); multiplied by the number of years of the pastor's service in the subject congregation. In determining the percentage of the monthly salary to be used in the above described formula, the deacon's length of service and the congregation's ability to pay shall be considered.

If the AC determines that such physical or mental incapacity is evident, or the stress leave is expected to last indefinitely, and efforts to negotiate a mutually acceptable severance of employment failed, the AC shall make recommendations to the congregational council, which may include a recommendation to terminate the pastor's call and declare the pastor's position vacant. The congregation may thereafter terminate the call by a 2/3rds majority vote at a properly called congregational meeting.

**Cases of Changed Local Conditions.** In the case of local conditions which imperil the wellbeing of the congregation and make it difficult for the Pastor to conduct ministry, all those concerned shall be heard, by the President and the AC. Following the receipt of all relevant information, the President together with the AC shall counsel with the pastor and the congregation on a proper course of action, which may include dissolution of the congregation. The pastor's call shall be deemed terminated as of the date of the vote to dissolve the congregation.

**Suspension.** At any point in the foregoing proceedings, the President with the concurrence of the congregational council, may suspend the pastor from the functions of the ministry within the congregation, pending completion of the formal proceedings.

## Appendix 3 – The Letter of Call to a Pastor Trained by Another Denomination



Canadian Association of Lutheran Congregations

### Letter of Call

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

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Mindful of the apostolic admonition that all things be done decently and in order, and in accordance with the practice of the Lutheran church to provide qualified persons of good report and in whom the fruits of the Spirit are manifest, the Canadian Association of Lutheran Congregations recognizes the office of the ministry established by our Lord and seeks through it to give the spiritual leadership and pastoral care necessary for the establishment, growth, development, and welfare of Christ's holy Church. Accordingly, the congregation of \_\_\_\_\_ at a meeting of the congregation held on \_\_\_\_\_ has called you to serve as pastor of this congregation according to the following terms:

#### 1. That You...

- a) Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and doctrine of the Lutheran Church;
- b) Baptize, confirm and marry in accordance with the teaching of CALC and with the laws of the province of residence, visit the sick and distressed and bury the dead;
- c) Encourage faith active in love, in personal and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregations;
- d) Comfort the mourning, to console the depressed, to bring the promise of redemption to those who seek redemption, to carry forth into the world the Word of the merciful God with its promise of salvation.
- e) Encourage and empower, through God's Word, every Christian as a royal priest to work for mutual edification, each in his or her own station and in accordance with the opportunity and gifts which God has given him or her, either individually, person to person, or in assemblies of the congregation.
- f) Install members of the Congregational Council.
- g) Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
- h) Encourage the members to be generous in support of the ministry of the Congregation and the Church;
- i) Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants. The parish records shall be kept in a written and/or electronic form, which shall remain the property of the congregation.
- j) Commend members who move to the pastoral care of the parish in which their new home is located.
- k) Be responsible for the pastoral care of our members and adherents, including regular visits.

#### 2. That We...

- l) Receive you as our Pastor and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer.
- m) Promise you our faithful assistance in the work to which you are called.

- n) Support the work of our congregation and the Canadian Association of Lutheran Congregations.
- o) Pay you an annual salary in the amount of \$\_\_\_\_\_. Your salary will be reviewed annually.
- p) Pay your salary in twelve equal monthly installments, with each monthly installment to be paid as follows: a draw at midmonth and the balance at each month's end.
- q)  Option #1: Provide you a residence kept in good repair, including utilities.  
 Option #2: Pay you a housing allowance of \$\_\_\_\_\_. The allowance to be paid on the same basis as the monthly salary housing allowance to be reviewed annually.
- r) We will deduct from your salary and remit to the appropriate authority all taxes and submit all deductions payable as prescribed by law (including, but not limited to employment insurance, income tax, Canada Pension Plan).
- s) Contribute to a medical/insurance/pension plan as follows:
  - Make an annual contribution to a group pension fund currently administered by \_\_\_\_\_ in the amount of five percent (5%) of your wage (deducted from your wages and paid in monthly installments as a payroll deduction) and five percent (5%) of your wage contributed by the congregation (paid in monthly installments).
  - Pay Provincial Medical premiums in the amount of \$\_\_\_\_\_ (50% deducted from your wages as a payroll deduction and 50% contributed by the congregation)
  - Provide an Employee benefits package including life insurance, AD&D insurance, disability insurance, extended medical, dental and vision insurance, through \_\_\_\_\_. Premiums for said benefits to be calculated and determined by the \_\_\_\_\_. Coverage to be reviewed periodically and subject to change (50% of the premium deducted from your wages as a payroll deduction and 50% contributed by the congregation).
- t) Grant you an annual paid vacation of \_\_\_ weeks (council to arrange for pulpit supply for Sundays during your absence) and \_\_\_ weeks paid study leave. You will be required to take all vacation days and study leave in the calendar year they are earned.
- u) Grant you \_\_\_\_\_ paid sick days per calendar year, \_\_\_ paid bereavement days per calendar year, and maternity and parental leave as provided by applicable laws.
- v) Provide your auto reimbursement as follows:
  - Option #1: In the amount of \$\_\_\_\_\_ per kilometer.
  - Option #2: Automobile allowance in the amount of \_\_\_\_\_ (\$\_\_\_\_\_.00) per month (\$\_\_\_\_\_.00 per year)
- w) Reimburse you for expenses not otherwise provided for incurred in attending regional and national conventions and other official meetings at which your attendance is required.
- x) Urge you to participate in continuing education opportunities and we will support you in that regard.
- y) Pay your moving expenses (including travel) as follows: \_\_\_\_\_  
 \_\_\_\_\_

**Other terms.**

3. **Educational Enrichment.** That you covenant to take the four (4) courses offered by The Institute of Lutheran Theology (ILT) according to the terms described in Schedule A attached hereto. We will reimburse you the costs of books and tuition and other fees.

4. **Fulltime/Part-Time Call.**

- This call is a fulltime call.
- This is a \_\_\_\_\_-time call. You will be expected to serve a maximum of \_\_\_\_\_ (\_\_) hours each calendar week for the term of this call. You are expected to:  preach every Sunday of the month; or  \_\_\_\_\_ (\_\_) Sundays per month (the Sundays each month to be determined). The \_\_\_ hours shall include time spent on preparation for a sermon

or Bible study. We recognize that there is an ebb and flow to parish life and some weeks may require you serve more than \_\_\_ hours per week contemplated by this agreement. If you serve more than \_\_\_ hours in a calendar week, you may serve fewer hours the next week or subsequent weeks. However, if parish life becomes exceedingly busy for a period of time, and it is impractical to take days off in subsequent weeks, you may receive additional compensation for service in excess of \_\_\_ hours in a week at the rate of \$\_\_\_\_\_ per hour of extra service.

**Other Employment.** We acknowledge that you are gainfully employed and must devote your time each week to your other ministries. We further acknowledge that you will make every effort to find a balance between your call hereunder and your other ministries. If your other ministries make it difficult to devote \_\_\_ hours to ministry in our parish in a given week, then the hours missed may be made up in subsequent weeks.

5. You shall keep a record of your mileage, hours worked, visitation of the sick and shut ins. These shall be incorporated in your report to church council on a monthly basis.

6. You are an ex-officio member of Church Council by virtue of your service as our Pastor and you shall attend all Church Council meeting leading us in a short devotion and prayer and present a written report.

7. **Term of Call:**

The relationship established by this call may be terminated only in accordance with the provisions of Paragraph 8 below.

This 'Call' is for an initial term of \_\_\_ ( ) years, beginning \_\_\_\_\_ through \_\_\_\_\_, thereafter this call letter will be reviewed for renewal annually. At least 30 days prior to the anniversary date of this letter of call the congregational council shall give you written notice of their intent to renew the call and the terms of the call for the renewal period. You shall have 30 days within which to accept or reject the offer to renew this call.

8. **Term/Termination:**

Option 1: This letter of call shall be for a term of \_\_\_\_\_ years, commencing \_\_\_\_\_. This call may be terminated before the end of the term for the following reasons: (a) you fail to take and complete the required courses as set forth in this agreement and schedules; (b) your written resignation (with the resignation taking effect 30 days following the date of said written resignation); (c) disciplinary action was taken against you, you were found liable and discipline was imposed against you; (d) you suffer from a physical or mental incapacity which severely impacts your ability to minister to and serve this congregation; (e) continued neglect of pastoral ministry (Provided you were given written notice of the alleged failure and neglect and you failed and refused to fulfill the terms of this letter of call within 30 days of the date of the letter); (f) your stress leave or medical leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter ("extended stress leave") and (g) your inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on your moral and or spiritual character.

Option 2: This call, once accepted, can be terminated for the following reasons: (a) you fail to take and complete the required courses as set forth in this agreement and schedules; (b) your written resignation (with the resignation taking effect 30 days following the date of said written resignation); (c) disciplinary action was taken against you, that is you were found liable and discipline was imposed against you; (d) you suffer from a physical or mental incapacity which severely impacts your ability to minister to and serve this congregation; (e) continued neglect of diaconal ministry (Provided you were given written notice of the alleged failure and neglect and you failed and refused to fulfill the terms of this letter of call within 30 days of the date of the letter); (f) your stress leave or medical leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter ("extended stress leave"); and (g) your inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on your moral and spiritual character.

In the case of actions under paragraphs (c) through (g), inclusive, above CALC's guidelines for discipline and termination of call shall be followed. See Appendix 1.

9. **Notice:**

Any written notice which may be given by the Congregation to you shall be considered given to you on the date the written notice is handed to you by any member of the Church Council of the Congregation, any officer of the Congregation, the church secretary of the Congregation and/or other pastor/diaconal minister serving with you. If the notice is delivered by Canada Post or a courier, it shall be deemed delivered to you (5) days after it is dropped in the mail or delivered to the courier. The address for delivery of notice by mail or courier shall be to the home address on file with the Congregation

for the Pastor as of the date of notice.

Any written notice which may be given by you to the Congregation hereunder shall be considered given to the Congregation on the date the written notice is handed by you to any member of the Church Council of the Congregation, any officer of the Congregation, the church secretary of the Congregation and/or other pastor or diaconal minister serving with you. If the notice is delivered by Canada Post or a courier, it shall be deemed delivered to the Congregation five (5) days after it is dropped in the mail or delivered to the courier.

Correspondence should be sent to:

<b>If to the congregation:</b> <i>Name</i> <i>Street Address</i> <i>City, Province, Postal Code</i> <i>Telephone:</i> <i>Email address:</i>	<b>If to you:</b> <i>Name</i> <i>Street Address</i> <i>City, Province, Postal Code</i> <i>Telephone:</i> <i>Email address:</i>
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10. **Laws:** This call letter shall be subject to the laws of the province of \_\_\_\_\_.

May the Lord our God grant you His Holy Spirit, to guide you according to His will in the consideration of this call.

We earnestly request you to acknowledge receipt of this Letter of Call immediately. It is our hope that your decision will not be unduly delayed, specifically not more than thirty (30) days from the date of your receipt of this Letter of Call.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Council Chair

I accept this call:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Pastor



## Appendix 1 to the Letter of Call – CALC Policy on Discipline/Termination of a Call

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

**Discipline:** All Pastors rostered with the Canadian Association of Lutheran Congregations (“CALC” or “Association”) shall be subject to the discipline of the Association. Our Association reserves the right to suspend, discipline, or dismiss any pastor on CALC’s Roster of Pastors.

**Grounds for Discipline:** This Association may discipline, suspend or dismiss a Pastor for the following reasons: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in this constitution; (b) conduct unbecoming a Pastor; (c) willful disregard of the constitution, administrative bylaws and enactments of this Association.

**“Conduct unbecoming a pastor” shall include:**

1. Conviction of a criminal offence.
2. Membership in an organization described in Section 2 of Part 3 of CALC’s Constitution and Bylaws.
3. Family Matters: (i) Separation or divorce that occurs without consultation with the congregation’s church council and without the rostered minister taking appropriate action on any agreement reached in such consultation. Each case of separation or divorce must be considered pastorally. (ii) Desertion or abandonment of spouse or children. (iii) Abuse of spouse or children. (iv) Repeated failure to meet legally determined family support obligations.
4. The misuse of alcohol or non-prescription mind-altering drugs and other substances.
5. Financial Misconduct: (i) indifference to or avoidance of legitimate and neglected personal debts; (ii) embezzlement of money or improper appropriation of the property of others; and (iii) using the ministerial office improperly for personal financial advantage.
6. Inappropriate sexual acts, including, adultery, promiscuity, addiction to pornography, the sexual abuse of another, or the misuse of counselling relationships for sexual favours or other advantage.
7. Sexual Harassment, as defined in regulations promulgated by our Association from time to time.
8. Continued failure and neglect to adequately fulfill the terms of a pastor’s letter of call from a congregation or other organization. Provided the pastor has been given written notice of the alleged failure and neglect and fails and refuses to fulfill the terms of said letter of call within 30 days of the date of the letter.

**Procedure for Discipline:** Discipline shall be administered in accordance with the constitution and the bylaws of the calling congregation. If for the sake of confidentiality, or if attempts by the local congregation fail, the matter may be directed to the President of the Association for counsel (who may follow the same procedure of Matthew 18:15-20, etc.). If such counsel fails to resolve the problem, it shall be referred to the Board of Elders for hearing who shall take appropriate action (such as exoneration, suspension, or dismissal of the pastor), and the Board of Elders shall act upon such recommendation and report such action to the next General Convention. A Pastor who is suspended or dismissed by the Board of Elders may appeal such decision to the Board of Appeals and Adjudication, whose decision shall be final. CALC has developed procedures for the initiation of a complaint against a Pastor and conduct of a hearing before the Board of Elders for: (a) teaching of doctrine in conflict with the Confession of Faith of this Church as expressed in this constitution; (b) conduct unbecoming an Diaconal Minister; (c) wilful disregard of the constitution, administrative bylaws and enactments of this Association and (d) sexual matters and family matters. See CALC’s Ministry Standards.

**Termination of Call:** A call to pastoral ministry may generally be terminated for the following reasons: (a) The pastor’s written resignation (with the resignation taking effect some time following the date of said written resignation); (b) the pastor suffers from a physical or mental incapacity which severely impacts his/her ability to minister to and serve his/her congregation; (c) disciplinary action was taken against the pastor, he/she was found liable and discipline was imposed against him/her; (d) his/her continued neglect of pastoral ministry (Provided he/she was given written notice of the alleged failure and neglect and he/she failed and refused to fulfill the terms of their letter of call within 30 days of the date of the letter); (e) the pastor’s stress leave or medical has lasted twelve (12) months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”); and (f) the pastor’s inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on the moral and spiritual character of the pastor.

**Voluntary Procedures on Termination:** The following provisions may apply if it is alleged that: (a) a pastor suffers from a physical or mental incapacity which severely impacts his/her ability to minister to his/her congregation; (b) a Pastor has neglected and continues to neglect his/her ministry; (c) a Diaconal Minister's stress leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter ("extended stress leave"); or (d) a Pastor is unable to conduct the pastoral office satisfactorily in that parish in the view of local conditions, without reflection on the moral and spiritual character of the pastor. [88]

**Appointment of an Advisory Committee:** Upon the request of the subject pastor's congregational council or the receipt of a petition signed by at least one-third of the voting members of said congregation, our President shall appoint an advisory committee (AC) to investigate the allegations. Said AC shall consist of: the President, two CALC pastors or Diaconal Ministers (not affiliated with the subject congregation); and two members of the subject congregation. The AC shall attempt to mediate between the Pastor in question and the congregation and bring about a resolution.

**Cases of Neglect of Ministry.** In the case of alleged neglect of ministry all those concerned shall be heard, by the President and the AC. Following the receipt of all relevant information, the President together with the AC shall counsel with the Pastor and the congregation on a proper course of action, which may include setting specific goals to be achieved by the Pastor in the fulfillment of the terms of his/her call. Such counsel shall be offered out of Christian love and is not to be regarded as an act of discipline. If after such counsel, the Pastor has failed to meet the agreed upon goals, the congregation may terminate the call by majority vote at a duly called congregational meeting.

**Cases of Incapacity and Extended Stress Leave.** In the event of an alleged physical or mental incapacity, or extended stress leave, the AC shall make every effort to elicit medical testimony and other credible evidence as to the extent of the mental and physical disability or the extended stress leave, together with a prognosis for a return to work.

The AC will attempt to meet with the pastor, his/her spouse and/or his/her legal representative for the purpose of working toward an amicable solution, which may include: (a) the pastor's gradual return to work as suggested by the pastor's treating physician and/or disability carrier; and (b) the implementation workplace measures which may be taken to accommodate the deacon's return to work. If the AC and the pastor and/or his/her representatives are unable to accommodate the pastor's return to work, or the agreed upon work place accommodations and return to work plan fail, the AC and the pastor and/or his representatives shall work toward a mutually acceptable termination of employment and severance package. Unless otherwise agreed by the parties, the compensation received by the pastor shall be equal to: (a) the pastor's monthly compensation as of the date of the medical leave (or some fraction thereof as agreed to by the pastor and the congregation); multiplied by the number of years of the pastor's service in the subject congregation. In determining the percentage of the monthly salary to be used in the above described formula, the deacon's length of service and the congregation's ability to pay shall be considered.

If the AC determines that such physical or mental incapacity is evident, or the stress leave is expected to last indefinitely, and efforts to negotiate a mutually acceptable severance of employment failed, the AC shall make recommendations to the congregational council, which may include a recommendation to terminate the pastor's call and declare the pastor's position vacant. The congregation may thereafter terminate the call by a 2/3rds majority vote at a properly called congregational meeting.

**Cases of Changed Local Conditions.** In the case of local conditions which imperil the wellbeing of the congregation and make it difficult for the Pastor to conduct ministry, all those concerned shall be heard, by the President and the AC. Following the receipt of all relevant information, the President together with the AC shall counsel with the pastor and the congregation on a proper course of action, which may include dissolution of the congregation. The pastor's call shall be deemed terminated as of the date of the vote to dissolve the congregation.

**Suspension.** At any point in the foregoing proceedings, the President with the concurrence of the congregational council, may suspend the pastor from the functions of the ministry within the congregation, pending completion of the formal proceedings.

## Schedule A

### Guidelines For The Call Of A Pastor Trained By Another Denomination

Date: \_\_\_\_\_

Letter of Call From: \_\_\_\_\_ Lutheran Church of \_\_\_\_\_

To: Pastor \_\_\_\_\_

#### **Congregational Freedom.**

CALC's Constitution grants our congregations great freedom and autonomy in calling a pastor. Our congregations are therefore free to call a pastor who was trained by and served in another Christian denomination. With such freedom comes great responsibility.

#### **Congregational Responsibilities:**

**Vetting Candidates:** The calling congregation's Congregational Council, or duly appointed Call Committee, must interview and otherwise vet all candidates for call as our pastor in order to discern whether a candidate meets the scriptural, personal and educational standards together with the gifts, skills and aptitudes established by CALC for call to parish ministry in a CALC congregation.

**Maintaining Scriptural/Confessional Unity:** What binds CALC congregations together is our common confession of faith. We accept all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God, and joyfully submit to this as the only infallible authority in all matters of life and faith. We accept without reservation the three ecumenical creeds and the Lutheran Confessions found in the Book of Concord, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the evangelical Lutheran Church. Congregations calling a pastor from another denomination must be satisfied that their candidate will be able to preach, teach and minister in accordance with our confessions of faith.

**Partnership with CALC:** CALC congregations covenant to partner with CALC in the training and discipline of an ordained clergy for the administration of the Means of Grace (the Word of God and the Sacraments). Pastors trained by another denomination must receive training and mentorship in order to fulfill their obligations under a Letter of Call to a CALC congregation. The congregation must consult with CALC's President and Board of Elders as they negotiate the terms of call to be issued to a Pastor trained in another denomination. The President and Board of Elders are able to help congregations assess the additional education and training a candidate may need to undertake ministry in a CALC congregation, assist the congregation in mentoring and training the candidate and provide oversight.

The calling congregation must be satisfied that the candidate has a deep desire to become a Lutheran pastor. The calling congregation and the candidate must understand that there is a difference between a candidate's desire to serve a congregation as their pastor and a candidate's desire to serve a congregation as a pastor in the Lutheran tradition. Serving a Lutheran congregation as a Lutheran pastor will require the candidate to preach, teach, commune and baptize in a way which may vary significantly from the candidate's previous training and understanding of ministry. A Lutheran pastor believes that the Word of God must be interpreted in a unique way. A Lutheran pastor's preaching is undergirded by a desire to preach our Confessional Lutheran doctrine and in so preaching to rightly discern the difference between the Law and the Gospel in every Biblical text. The Lutheran pastor's teaching and preaching are to be undergirded by the Theology of the Cross. The Lutheran Pastor believes, trusts, and confesses the real presence of Jesus Christ in the Sacrament of Holy Communion and administers the Sacrament of Baptism to candidates of all ages, including infants and young children. The calling congregation must therefore be satisfied that their candidate is committed to our Lutheran doctrines, confessions and understandings of the authority of Scripture and has a genuine desire to preach, teach, administer the Sacraments and provide pastoral care in accordance with that commitment. The candidate must desire to adopt a Lutheran identity and desire to serve the congregation in accordance with the Lutheran tradition.

Consistent with our policy as a pastors who have not been trained at a Lutheran seminary you should, at a very minimum take, complete and pass the following four on-line courses required by the Pastoral Ministry Certificate program offered by the Institute of Lutheran Theology (ILT) of Brookings, South Dakota, USA:

**BT 221: Principles of Biblical Interpretation** (3 Credits) This course introduces and defends the Lutheran notion of the internal clarity of Scripture. Over and against much of the preceding tradition, Lutherans have claimed that no intermediary is required to interpret Scripture: Scripture interprets itself. This understanding is defended as the necessary condition of

doing Lutheran theology faithfully. Various exegetical and hermeneutical methodologies are introduced and evaluated in light of theological pre-understandings.

**HST 321: Luther and His Catechisms** (3 Credits) This course studies the life of Dr. Martin Luther within his historical context. His theological innovations are highlighted and related to our contemporary cultural understandings. Special attention is given to his Large Catechism and Small Catechism, documents that display clearly the depth of his thinking. Students are taught to think theologically in the way of the Lutheran Reformation. Major theological doctrines forged in the Reformation are carefully considered and applied to parish ministry today.

**PT 411: Lutheran Worship** (3 Credits) This course examines the components of Lutheran corporate worship. Students study the theological foundations of worship. Historical and contemporary issues impacting worship are investigated for the purpose of better understanding the work of God in His Word and Sacrament.

**PT 421: Proclaiming God's Word** (3 Credits) The student will learn basic techniques and methods for studying Biblical passages and discerning a suitable message for preaching. In particular, the student will be taught the proper place of both Law and Gospel in Biblical preaching. Various approaches to developing and delivering a sermon will be examined. The students will write and deliver sermons as a crucial part of their development of proclaiming God's word.

**Tuition.** The tuition fee for each of the four course listed above is calculated as follows:

<b>Base tuition per course:</b> 3 Credit Hours x \$390.00 per credit hour = 1,170.00	1,170.00
Application Fee (each semester)	55.00
Registration Fee (each semester)	55.00
Library Fee (each semester)	55.00
Technology Fee (each semester)	55.00

**Timing for Taking Courses:** The four core courses shall be taken and passed within the initial two year term of the Letter of Call to which this schedule is attached. Following your execution of the attached Letter of Call, you should apply for admission to ILT. You shall complete the courses as follows:

- (a) You will register for one of the four courses for the 20\_\_  Fall or  Spring Semester.
- (b) You will register for one of the remaining three classes for the 20\_\_  Fall or  Spring Semester.
- (c) You will register for one of the two remaining courses for the 20\_\_  Fall or  Spring Semester.
- (d) You will register for the remaining courses for the 20\_\_  Fall or  Spring Semester.

**Time Spent in Class and Homework.** Time spent by you in taking the required classes shall not be used in calculating the hours of ministry to be provided under the terms of the call to which this Schedule B is attached. Time spent taking required courses shall include, but not limited to: time spent participating in online classes; required reading in preparation for online classes; time spent preparing papers and essays required for the online classes and tests and exams taken for the online classes.

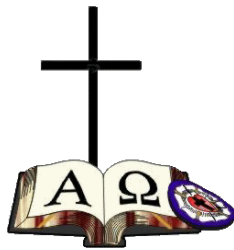
**Oversight:** As you take and pass the required educational course, you will be able to apply what was learned in the parish setting. However, merely taking and passing the academic courses will not, in and of itself, provide you with a Lutheran identity and/or teach you precisely what it means to minister in the congregation according to the Lutheran tradition.

**Pastor Mentor(s):** The calling congregation, working together with the President of CALC, will strive to find a pastor mentor for you. The role of the pastor mentor is to provide you with support and mentorship. The mentor pastor is not a part of the process by which you are evaluated. The Mentor Pastor should be an experienced CALC pastor who walks alongside you through the initial two year probationary period. The mentor prays with you, supports you, and encourages you through as much of the required educational component as is possible. The pastor mentor should also help you to cope with the academic rigor of the educational component, and provide a good listening ear as you deal with the challenges which arise during the required education process.

**CALC' BOE's Participation.** CALC's Board of Elders (BoR) will provide an assessment to the calling congregation as to your progress in developing and Lutheran identity and your practice of ministry according to the Lutheran tradition. The BoE or a committee thereof will: (1) listen to or read your sermons from time-to-time; and (2) have conversations with you (typically by SKYPE, Adobe Connect or teleconference). The first conversation will take place after the completion of your first course and will occur after your completion of every course thereafter. Either one or two members of the calling congregation (specifically appointed by the calling congregations Congregational Council) may participate in the

conversation between you and the BoE or a committee thereof. The BoE's final evaluation may include a recommendation that the candidate receive additional education and/or supervision.

If you and/or the congregation do not fulfill your respective obligations under the Letter of Call, or the BoE's recommendations, CALC will send a letter requesting compliance. If steps are not taken to remedy the breach within 60 days of receiving notice, CALC acting through the National Council may remove the calling congregation from CALC's roster congregations and/or the pastor from CALC's roster of pastors. Said removal may be appealed to CALC in accordance with the process laid out in CALC's constitution and bylaws.



# Canadian Association of Lutheran Congregations

## Appendix 4 Confession of Faith and Purpose

The congregations of CALC find our unity in our common Confession of Faith and Purpose as set forth in Articles Three and Five of our Constitution:

### ARTICLE THREE - CONFESSION OF FAITH

1. **The Bible:** The Association accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God, and joyfully submits to this as the only infallible authority in all matters of life and faith.
2. **Faith in the Triune God:** The Association is built upon faith in the ever-living Triune God, Father, Son, and Holy Spirit as revealed in the Holy Scriptures to Whom be the glory for ever and ever (see the three Ecumenical Creeds).
3. **God the Father.**
  - 3.1. Almighty God, Creator of the universe, Who formed man in His own image, Who from the beginning loved goodness and hated evil, desires that the children of His creation live in eternal fellowship with Him. We hold to the creation and fall of humanity as described in the first chapters of Genesis, not as myth, but as historic facts.
  - 3.2. Therefore, the Creator gave His only begotten Son (John 3:16) to be the Savior of the world, that people might be set free from the bondage of sin, and become joint heirs with Jesus Christ of eternal life.
4. **Jesus Christ, God's only Son and our Savior.**
  - 4.1. At the heart and centre of this faith is confidence in Jesus Christ and love for Him, the Eternal Word of God, true God (only Son of the Father from eternity), and true man (born of the Virgin Mary), and the only Savior of the world.
  - 4.2. The reason for our being the Canadian Association of Lutheran Congregations is to proclaim salvation solely by grace through faith alone in Jesus Christ.
5. **Dependence upon the Holy Spirit.** We also acknowledge dependence upon the Holy Spirit working solely through the Means of Grace to call unbelievers into saving faith in Jesus Christ, to empower believers to grow in faith, to bestow His gifts for the ministry of the Church locally and universally, to inspire love for one another, and to bring glory to the Father through the Lord Jesus Christ, the only Head of the Church.
6. **Symbols: Basic and Required:** As brief and true statements of the doctrines of the Word of God, this Association accepts and confesses the following Symbols, subscription to which shall be required of all its members, both congregations and individuals:
  - 6.1. The ancient Ecumenical Creeds: The Apostolic, the Nicene, and the Athanasian;
  - 6.2. The Unaltered Augsburg Confession and Luther's Small Catechism.
7. **Book of Concord: Normative:** As further elaboration of and in accordance with these Lutheran Symbols, this Association also receives the other documents in the Book of Concord of 1580: the Apology, Luther's Large Catechism, the Smalcald Articles (including the Treatise on the Power and Primacy of the Pope) and the Formula of Concord; and recognizes them as normative for its theology.
8. **Pure Doctrine:** The Association accepts without reservation these symbolic books of the Lutheran Church not insofar as but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the evangelical Lutheran Church.

### ARTICLE FIVE - STATEMENT OF PURPOSE

1. **Witness to the Christian Faith.** The Canadian Association of Lutheran Congregation is a fellowship of congregations to which the Gospel of reconciliation has been given. It seeks to focus and coordinate the purposes and resources of these Congregations so that the Triune God may be more fully known among all people through a faithful ministry of God's Word and the Sacraments. The Association dedicates itself to bear witness to the eternal Gospel of our Lord Jesus Christ in its fullness and purity, and to preserve and extend the unity of that faith as revealed in God's Holy Word.

2. **Proclamation and Propagation**. Through the Means of Grace, the Association specifically purposes to proclaim and propagate this eternal Gospel to the lost and weary of this world, and to provide for daily renewal and sanctification of the members of its congregations.
3. **Emphases**. The emphases of the Association shall be evangelism, missions, prayer, the study of the Holy Scriptures, and the application of these to daily living within congregations and caring ministries.
4. **Statement of Mission**: The mission of this Association is to:
  - 4.1. Assist Associate and Member Congregations and Individual members in coordinating joint efforts for the sake of Jesus Christ and His Church.
    - 4.1.1. These shall include the emphases of the Association. These may also include (but are not limited to) other areas such as: conferences and seminars; exchange visits; lay activities; distribution of Bibles and other literature; children's homes, Bible camps, Bible schools, ministries to women, men, youth, singles, families; chaplaincy work; and other caring ministries.
    - 4.1.2. Assist the congregations involved with the Association in the nurture of the children, youth, and adults in the covenant of their Baptism that they may grow in the knowledge of Jesus Christ and in their life of loving and obedient faith in Him.
    - 4.1.3 Study the problems of contemporary life and society in the light provided by the sacred Scriptures in order to bring to bear as Christian understanding of human nature, Law and Gospel, and Dr. Martin Luther's insight concerning the two kingdoms, in order to enter effectively into society and government to help in dealing justly and mercifully with such problems.
    - 4.1.4. Develop, produce, and broadcast programs to communicate the Gospel using various communication media such as radio, television, audio and video tapes, motion pictures, etc.
    - 4.1.5. Establish pension, medical, and disability plans in order to provide assistance for the pastors, eligible laity, and their families.
  - 4.2 Assist Member Congregations on the roster of this Association to:
    - 4.2.1. Establish congregations and missions throughout the world as centres for the proclamation of God's Word and proper administration of the Sacraments, Christian evangelism, ministries of outreach and mercy, and Christian fellowship and growth.
    - 4.2.2. Train and discipline an ordained ministry for the administration of the Means of Grace.
    - 4.2.3. Provide theological and parish education and ministry to those involved in higher education.
    - 4.2.4. Establish and maintain cooperative relationships and support with other denominations, groups, and independent movements, who are in doctrinal agreement, so that together we may effectively minister the Gospel of Jesus Christ to the whole world.



Canadian Association of Lutheran Congregations

## Appendix 5

### Application For Entry Into Pastoral Ministry

**PLEASE USE THE ONLINE FORM FOUND ON CALC'S WEBSITE AT [www. calc.ca](http://www.calc.ca)**





**CANADIAN ASSOCIATION OF LUTHERAN CONGREGATIONS (CALC)  
APPLICATION FOR ENTRY INTO PASTORAL MINISTRY**

**APPLICATION FORM**

The following materials, along with the completed application form, are to be mailed or emailed to CALC's President, Chair of a CALC congregation's Call Committee, and/or as directed by the calling congregation.

1. An autobiographical statement setting forth your background and reason for wishing to enter into pastoral ministry in a member congregation of the Canadian Association of Lutheran Congregations (CALC).
2. Copies of transcripts of your collegiate, university and seminary education and a full description of non-credit academic work completed.
3. Letters of Reference as to Christian character and life, personality, ability and previous service from three competent references, who have known and observed you preferably for at least one recent year, including at least one from a pastor. [Letters of recommendation are to be mailed or emailed by your references directly to the attention of CALC's President or the Chair of the relevant congregation's Call Committee.]
4. A criminal record check must be obtained by the applicant and submitted along with the application. This can be obtained from the nearest police department.

**I. PERSONAL INFORMATION**

1. Full Name:		
2. Street Address:		
3. City:	4. Province:	5. Postal Code:
6. Home Phone:	7. Cell:	8. Work Phone:
9. Email:		10. Date of Birth:
11. Baptism Date:	12. Baptism Place:	
13. Confirmation Date:	14. Confirmation Place:	
15. Are you currently married:	16. Were you previously married?:	
17. If answer to 16 is yes how was this marriage terminated?		
18. If you are married please provide your spouse's name:		
19. Please provide your spouse's occupation:		
20. Please provide the names of any children of the marriage.		

1. Are you ordained as a Minister of the Church Christ to the Office of Word and Sacrament? \_\_\_\_\_  
 If Yes, please provide the date, place of the ordination and the name of the denomination in which the ordination took place. Attach a copy of any certificate of ordination.

**II. EDUCATIONAL INFORMATION** (please give name of school, location, years attended)

College or university (undergraduate - please list majors and degrees received)

Post-baccalaureate (please list majors and degrees received)

Other educational experiences

**III. EXPERIENCE**

Present church body affiliation: \_\_\_\_\_

Has there been any change in your denominational affiliation within last 10 years? \_\_\_\_\_

If so, explain why:

Pastorates or business positions:

Employment/Call	Dates
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

\* A résumé may be attached if so desired.

#### IV. PERSONAL DISCLOSURES.

In considering a person for ministry in the church, it is important for CALC to provide protection for congregations and church workers in the performance of their official duties and the maintenance of their rights. Accordingly, your honest and open response to the following questions is appreciated. If additional space is required to answer any question, please complete the question on a separate page and attach it this application.

1. Have you ever been suspended or expelled by any educational institution? \_\_\_\_ If so, provide the name of the institution and state the reason for such action.
  
  
  
  
  
  
  
  
  
  
2. Have you ever applied for admission to a seminary or Christian education program and been refused entry? \_\_\_\_ If so, provide the name of the school, date and particulars.
  
  
  
  
  
  
  
  
  
  
3. Have you ever been suspended, or removed from the roster of clergy of a synod, other church body or other agency which credentials those engaged in extended Christian ministry? \_\_\_\_\_ If yes, provide the name of the suspending church body and state the reason for such action.
  
  
  
  
  
  
  
  
  
  
4. Have you ever resigned from the roster of clergy of a synod, other church body or organization which credentials those engaged in extended Christian ministry? \_\_\_\_ If yes, provide the name of the church body or organization and state the reason for your resignation.

5. Are you presently in good health? \_\_\_ If not, please comment.

6. Why do you wish to leave your present church affiliation? (Not applicable to members of CALC)

7. Have you ever engaged in, been accused of, charged with, or convicted of illegal conduct or a crime, including conduct resulting in the suspension or revocation of your driver's license?  
\_\_\_No. \_\_\_Yes. If yes, explain.

8. Do you have an addictive behavior, including a history of drug, alcohol, or pornographic addictions which might interfere with your ability to serve or continue to serve as a pastor in extended ministry?  
\_\_\_No. \_\_\_Yes. If yes, explain.

9. Have you ever engaged in, been accused of, investigated for, sued, or charged with sexual misconduct, sexual harassment, substance abuse, child or spousal neglect or abuse, or financial improprieties?  
\_\_\_No.            \_\_\_Yes. If yes, explain.

10. While training for the pastoral ministry or extended ministry or while serving in the pastoral have you ever engaged in any behavior or been involved in situations that, if they became known to the church, might seriously damage your ability to continue in ministry?  
\_\_\_No.            \_\_\_Yes. If yes, explain.

**V. WAIVER OF RIGHTS TO CONTENTS OF CALC FILE**

I understand that in the process of reviewing my application, CALC and/or the calling congregation will receive from other individuals and organizations information and materials relating to my personal, academic and professional background. I agree that all such information and materials shall be retained solely by CALC and or the calling congregation as the property of CALC and/or the calling congregation and that in no event must such information or materials be revealed to me. In consideration of CALC and/or the calling congregation accepting and proceeding with my application, I agree that I have no right to such materials or information and I waive any right which I may now or later have to be informed of the contents of such materials whether or not I enter into extended ministry through CALC.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

**Please submit completed form along with other required documents to:**

Pastor Ed Skutshek, President – CALC or Calling congregation at the address provided.

c/o Grace Lutheran Church

1162 Hudson Road

West Kelowna, BC V1Z 1J3

Pastor Skutshek can be contacted through email and telephone:

Email: [ed.skutshek@gracelutheranelowna.com](mailto:ed.skutshek@gracelutheranelowna.com)

Telephone: 250-801-3860



# Canadian Association of Lutheran Congregations

## Appendix 6

### GUIDELINES FOR NEGOTIATING THE CALL OF A PARISH PASTOR

The following GUIDELINES are provided to assist congregations in calling a pastor.

### COMPENSATION GUIDELINES FOR ROSTERED MINISTERS FOR 2020

The following GUIDELINES are provided to assist congregations in planning the remuneration for rostered ministers for 2020

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Start Rate	28,475	29,475	30,475	31,475	32,275	33,100	33,900
Year 1	29,300	30,300	31,300	32,300	33,125	33,950	34,775
Year 2	30,200	31,200	32,200	33,200	34,050	34,925	35,775
Year 3	31,075	32,075	33,075	34,075	34,925	35,825	36,700
Year 4	31,950	32,950	33,950	34,950	35,825	36,725	37,650
Year 5	32,900	33,900	34,900	35,900	36,825	37,775	38,675
Year 6	33,925	34,925	35,925	36,925	37,850	38,800	39,750

\*Level 1: Basic theological training. Not finished stage one of the Pastoral Ministry Certificate (PMC) program

\*Level 2: Finished stage one of PMC program

\*Level 3: Finished PMC program or equivalent training.

\*Level 4: Bachelor of Theology (B.Th.)

\*Level 5: Master of Divinity (M.Div.)

\*Level 6: Master of Sacred Theology (S.T.M.) or Doctor of Ministry (D.Min.)

\*Level 7: Doctor of Theology (Th.D.) or Doctor of Philosophy (Ph.D.)

**Calculating Compensation for Service beyond the 6<sup>th</sup> Year:** For rostered ministers with service beyond the 6th year the increment for 2020 should be \$500/year for each additional year of service under call after the 6th year.

#### Assumptions underlying compensation:

- There is one pastor in the congregation.
- The pastor is called to a fulltime call (40 hours per week).
- the average attendance on a Sunday rounded to the nearest 10th is 100.
- In addition to the basic salary the congregation provide a housing allowance or a parsonage and a vehicle allowance, allowance for pension plan and health benefits for the pastors family.
- When attendance is over 130 persons the congregation should consider a second Pastor and when attendance is under 50 persons, the congregation should consider if they can afford a fulltime Pastor.

#### Adjustments to the base salary in each grid.

- For those congregations where the attendance is greater than 100, the amount of \$500 per 10 people should be added to the base salary.
- For those congregations where the attendance is less than 100, the amount of \$500 per 10 people should be deducted from the base salary.

#### Car Allowance/Kilometrage:

Congregations can compensate their pastor for use of their vehicle aby either offering a monthly allowance or reimbursement at the rate calculated by the Canadian Revenue Agency (CRA). The rate for 2019 was 58¢ per kilometer for

the first 5,000 kilometers driven and 52¢ per kilometer driven after that. Consult CRA website for applicable per kilometer rate.

#### **Pension:**

CALC does not have a pension fund for pastors, diaconal ministers or other church workers. Congregations are free to offer a pension to pastors or otherwise contribute to a pastor's retirement. The congregation may offer to:

1. Make a contribution (based either on a percentage of the Pastor's income or some other amount agreed to by the pastor) to a Registered Retirement Savings Plan (RRSP) established for the pastor by the congregation or to a pastor's existing RRSP.
2. Enroll the pastor in a Registered Pension Plan (RPP) which is generally known as a money purchase pension plan ("defined contribution"), which has been designed to accumulate employer (5% of compensation) and employee contributions (5% of compensation). Accounts in the RPP are generally credited with the full rate of return on the fund, less any related investment management and administration charges.

#### **Employee Benefits.**

CALC does not have an employee benefits program for pastors, diaconal ministers or other church workers. Congregations are free to offer an employee benefits package through a private group benefits provider. The employee benefits packages typically include: Employee Life Insurance; Accidental Death & Dismemberment (AD&D); Dependent Life Insurance; Short Term & Long Term Disability; Extended Healthcare; and Employee Assistance Program (EAP).

#### **Pension and Employee Benefits Through: The Canadian Council of Christian Charities (CCCC).**

The CCCC offers and employee benefits packages which include a pension through a Registered Pension Plan and offers a full range of other employee benefits. Their Basic Plan includes: Employee Life Insurance; Accidental Death & Dismemberment (AD&D); Dependent Life Insurance; Long Term Disability; Early Assistance and Reintegration Service (EARS); Extended Healthcare; and Employee Assistance Program (EAP). Additional coverage options include: Short-Term Disability; Voluntary Life Insurance; Voluntary Accidental Death & Dismemberment; and Dental Care.

To participate in the benefits offered by CCCC your congregation must join the CCCC as an Affiliate Member. The annual membership fee for a congregation with annual income under \$300,000.00 is \$270.00.

#### **Contact Information for CCCC:**

Canadian Council of Christian Charities  
1-43 Howard Avenue  
Elmira, ON, N3B 2C9  
Telephone: 519.669.5137  
Website: <https://www.cccc.org/>  
Email: Contact page on website

#### **Paid Vacation.**

Pastor with 1 to 3 years of service as a pastor: Two weeks per calendar year.  
Pastor with 4 to 7 years of service as a pastor: Three weeks per calendar year.  
Pastor with 8 to 14 years of service as a pastor: Four weeks per calendar year.  
Pastor with 15 to 20 years of service as a pastor: Five weeks per calendar year  
Pastor with 21 and more years of service as a pastor: Six weeks per calendar year.

Vacation time is based on the calendar year (i.e. January to December). Vacation pay should generally not be accumulated or paid out unless it is approved in writing by the council prior to the year end of the year that the vacation was not taken. Unused vacation credits accumulated within the final year of employment should be paid out on termination of employment. Vacation entitlement as per the table includes Sundays. Vacation time for service for a partial calendar year is prorated on this basis: The annual days of vacation for a calendar year are multiplied by a fraction: the numerator of which is the days of the partial calendar year served by the pastor and the denominator is 365 days or one year.

#### **Sick Leave:**

Paid sick days are provided when an employee is ill or injured, needs to attend to a close personal relation/family member or for time off for necessary or routine health care.

Under federal guidelines: a full-time employee with a work week of 37.5 hours, earns sick leave at the rate of 9.375 hours each month for which the employee earns 75 hours pay. Sick leave is prorated if you are a part-time employee.

Under federal guidelines full-time employees are entitled to 14 sick days each year (pro-rated for employees joining part way through the year). Part-time employees earn sick days on a pro-rated basis related to their regular hours of work.

Sick days are paid to a maximum of two weeks (10 working days, which include working Sundays) per event at which time a claim must be made to the short term disability plan.

If the employee is not a member of the short term disability plan, sick days continue to be paid to the maximum accrued, subject to medical verification as determined by the employer/congregation.

**Federal Statutory Holidays:** The Federal Government lists the following as Statutory Holidays: New Year's Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day. Provincial Statutory Holidays are provided below.

**Provincial Statutory Holidays:**

**Alberta:** New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

**British Columbia:** New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; BC Day; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

**Manitoba:** New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

**Ontario:** New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day.

**Saskatchewan:** New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

**Bereavement:**

In each calendar year a pastor is entitled to paid leave for bereavement. Bereavement and compassionate care leave is generally provided with pay for: (1) death or critical illness of a pastor's spouse or child (typically two weeks per calendar year); (2) death or critical illness of a pastor's (or pastor's spouse's) parent, grandparent, sibling, or grandchild (typically one week per year); (3) death of another relative (typically 3 days per calendar year). Council may allow additional days with pay.

The following information is provided as a guidelines for supply pastors.

- Supply preachers, should receive an honorarium based on the congregation's custom for compensating supply pastors. If a congregation has no custom for compensating supply preachers, the honorarium could be calculated as follows: (1) one worship service: \$150.00 plus mileage; (2) two worship services: \$200.00 plus mileage. Mileage is calculated at the rate set by the Canada Revenue Agency. Rate for 2019 was 58¢ per kilometre for the first 5,000 kilometres driven and 52¢ per kilometre driven after that. Consult CRA website for applicable mileage.
- If a pastor provides supply pastoral visitation/care or meets with a family or individual prior to a baptism, the congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. The hourly rate would commence from the time they leave their home.
- If the congregation has a set rate and developed a program for pre-marital classes, a supply pastor providing pre-marital classes should follow the program and receive the set rate as compensation. If the congregation has no set rate, the compensation for pre-marital counseling and classes should be determined by the couple and the supply pastor and paid directly by the couple to the supply pastor.
- If a supply pastor provides Christian education, congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. Compensation for providing Christian Education should include 1.0 hour of preparation time for each hour of teaching.
- If the congregation has a set rate for their pastor's officiation at wedding services and/or funeral services, the supply pastor should receive that rate plus mileage (as set forth above). If the congregation does not have a rate set for their pastor's officiation at wedding services and/or funeral services, the rate for supply preaching, single service above should be used.



## Appendix 7: Expense Reimbursement Form

\_\_\_\_\_ Lutheran Church

\_\_\_\_\_

\_\_\_\_\_

**Expenses incurred in visit to parish in connection with potential call as pastor of the congregation.**

**Submitted by:**

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

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

Car Expenses:	Amount
1. Fuel	
2. Fuel	
3. Fuel	
4. Fuel	
<b>Cost of air travel:</b>	
1. Round Trip Airfare	
2. Round Trip Airfare	
<b>Cost of taxis:</b>	
1. Cab Fare	
2. Cab Fare	
<b>Cost of Accommodations:</b>	
1. Hotel	
2. Hotel	
<b>Cost of Meals</b>	
1. Meal	
2. Meal	
3. Meal	
4. Meal	
<b>Other Costs</b>	
<b>Total expenses:</b> _____	

**\*\*\* Please include receipts.**