



Canadian Association of  
Lutheran Congregations

**CALC**

## PiT Call Package

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

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**

Website: [www.calc.ca](http://www.calc.ca) e-mail: [ed.skutshek@gracelutheranelowna.com](mailto:ed.skutshek@gracelutheranelowna.com) Telephone: 250-801-3860

President's Office: C/O: Grace Lutheran Church: 1162 Hudson Road, West Kelowna, British Columbia V1Z 1J3 - (250) 769-5685

A. Introduction.....	3
Calling a Pastor-in-Training.....	3
Freedom & Responsibility in the Call Process.....	3
Training of Pastors in CALC.....	3
Structure of the Letter of Call.....	3
Roster.....	3
Shepherd’s Pathway.....	3
Ordination.....	3
Letter of Call & Installation.....	3
Caution.....	4
What’s Included in this Manual.....	4
B. Goals of the Pastor in Training Program.....	4
Scriptural Qualifications of a Pastor.....	4
Personal Qualifications of the Candidate.....	4
Basic Terms of a Letter of Call.....	5
Pastoral Gifts, Skills, Aptitudes and Abilities.....	5
C. Shepherd’s Pathway to Ministry.....	7
Candidacy.....	7
First Step - Discernment Of The Shepherd’s Heart.....	8
Second Step - Educational Pathway.....	8
D. Congregational Setting.....	8
Small Congregation.....	8
Succession Planning.....	8
Ideal Candidate.....	8
Other Candidates.....	9
Bi-vocational Ministry/Allocation of Time.....	9
Work-Study Program.....	9
Supervision/Evaluation.....	9
Appointment of a Supervising Pastor.....	9
Appointment of a Lay Committee.....	9
Pastor-in-Training Program and the PRP.....	10
Appointment of a Pastor Mentor.....	10
Coursework that Must be Completed Prior to Taking on the Position of Pastor in Training.....	10
Transition in Leadership.....	10
E. Suggested Steps to be Followed in the Call Process.....	10
1. Letter of Call.....	10
a. Model Letter of Call.....	10
b. Supervision by the Supervising Pastor.....	11
c. Full or Part Time Call.....	12
d. Base Salary.....	12
e. Housing Allowance.....	12
f. Car Allowance.....	12
g. Holidays.....	12
h. Employee Benefits.....	12
i. Moving Costs.....	12
2. Notice of Special Congregational Meeting.....	12
3. Conduct of the Special Congregational Meeting.....	13
4. Final Steps.....	15
Appendix 1: Application For Entry Into Shepherd’s Pathway.....	16
Appendix 2: Master of Divinity (M.Div.).....	23
Appendix 3: Pastoral Ministry Certificate (PMC).....	26
Appendix 4: Letter of Call Pastor in Training – Pastoral Ministry Certificate Program.....	29
Appendix 5: Confession of Faith and Purpose.....	38
Appendix 6: Evaluation of Pastor-in-Training’s Progress Submitted by the Lay Committee.....	40
Appendix 7: Evaluation of Pastor-in-Training’s Progress Submitted by the Supervising Pastor.....	56
Appendix 8: Salary Guidelines.....	73
Appendix 9: Pastoral Review Panel.....	76

## **A. Introduction.**

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

The purpose of this manual is to provide guidelines and resources for CALC congregations who are considering calling a pastor-in-training (PiT). A PiT is a candidate for the pastoral ministry who is willing to engage in a course of study acceptable to CALC and the Congregation in order to attain theological education while simultaneously serving in the calling congregation. This arrangement is in accord with CALC's constitution and bylaws.

### **Freedom & Responsibility in the Call Process.**

CALC's governing documents declare and affirm that each Member and Associate Member congregation of CALC has both the freedom and authority to call a pastor of its own choosing and the solemn responsibility of discerning the aptness for ministry and qualifications of a candidate for the office of the Ministry of Word and Sacrament. CALC Congregations are therefore free to call a PiT. Congregational freedom is not absolute. The calling congregation is called by our constitution and bylaws to work in partnership with CALC in this call process. CALC congregations may call qualified men and women to the office of the Ministry of Word and Sacrament.

### **Training of Pastors in CALC.**

CALC's constitution states that our Association and our Member congregations are called to work together to train and discipline an ordained ministry for the administration of the Means of Grace (Subsection 4.2.2, Article 5 of CALC's Constitution). Accordingly, our constitution further affirms the authority of our congregations to call a PiT together with a duty and obligation to be in partnership with our Association in the training and discipline of the PiT. CALC has designated the Institute of Lutheran Theology ("ILT") as the seminary which provides the educational or classroom component of the PiT path to parish ministry.

### **Structure of the Letter of Call:**

A regular call, when accepted by a pastor, creates a relationship between the pastor and the congregation which continues year after year until terminated by the pastor's retirement, resignation, death, physical or mental disability, or disqualification. A regular call is typically extended to a pastor who has completed all required educational training, has been ordained or is eligible for ordination and has been vetted by church body who has certified the candidate has demonstrated an aptitude and proficiency in the following critically essential areas of pastoral ministry: preaching, worship leadership, teaching, pastoral care, administration evangelism and outreach. To offer a regular call to a candidate who has not completed the required educational training and has not demonstrated proficiency in the pastoral gifts and skills listed above would not be faithful to Scripture and our Lutheran Confessions. The letter of call to the PiT (sometimes also referred to as the "Candidate") must be structured to ensure that the Candidate receives the necessary classroom education, is given the opportunity to put what he/she has learned into practice and the Candidate's aptitude and proficiency in the areas of preaching, worship leadership, teaching, pastoral care, administration, evangelism and outreach has been evaluated and affirmed. The letter of call must also be structured to permit the congregation to terminate the letter of call if the Candidate fails to take and complete the required seminary courses; and/or he/she does not show an aptitude and proficiency in the areas of preaching, worship leadership, teaching, pastoral care, administration, evangelism and outreach.

### **Roster.**

Candidate's called as a PiT are placed on CALC's Roster of Pastors as a "Pastor-in-Training" upon the completion of three core courses which are a part of the Pastoral Ministry Certificate. The candidate remains on the roster as a PiT until such time as he/she retires, resigns, is removed from the roster following disciplinary procedures, a term call expires, or is ordained following the completion of his/her course of studies.

### **Shepherd's Pathway.**

The candidate called as a PiT is simultaneously enrolled in CALC's "Shepherd's Pathway to Pastoral Ministry" (the *Shepherd's Pathway*). The Shepherd's Pathway will be described below.

### **Ordination.**

The candidate is typically ordained to the Office of Word and Sacrament at the time the candidate completes all the classes required for the grant of the *Pastoral Ministry Certificate* which is described below.

### **Letter of Call & Installation.**

The congregation must issue a letter of call to the PiT. The letter of call should lay out all the salient terms, including, the PiT's pastoral duties, compensation, educational requirements and how these will be fulfilled, time devoted to ministry, other employment and family life. This letter of call must be approved a duly called congregational meeting by the vote of a stated percentage of the quorum present required to call a pastor under the congregation's constitution and bylaws. A model letter of call is attached hereto as Appendix 4.

### **Caution.**

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, calling congregation's church council and CALC. 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. Please contact CALC's President prior to taking any steps in the implementation of this program.

### **What's Included in this Manual.**

These guidelines include practical steps to follow in the call of a PIT. Various appendices are attached to these guidelines including: a form used to enroll a candidate as a CALC seminary student; CALC's Statement of Faith and Purpose; CALC's Salary Guidelines; a standard Letter of Call for a Pit; and evaluation forms which may be used to track and affirm a candidate's progress in developing the gifts, skills and abilities in certain critically essential areas of Pastoral Ministry.

## **B. Goals of the Pastor in Training Program.**

A candidate called as a *pastor-in-training* is, by definition, not a fully formed pastor. The PiT's pastoral ministry is a work in progress. The candidate is also by definition expected to receive training and to move toward stated goals and targets. CALC and the congregation must establish qualifications for Ministers of Word and Sacrament and state goals and targets that the candidate must achieve in order for the candidate to be ordained to the Ministry of Word and Sacrament. CALC and the calling congregation must provide ways of measuring whether the candidate has met the qualifications for the Minister of Word and Sacrament, has the gifts, and has achieved the skills and abilities in essential areas of the pastoral ministry. To this end, below please find the scriptural and personal qualifications of a Minister of Word and Sacrament.

### **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.

The PiT candidate's abilities as a preacher and a teacher will be work in progress. However, members of the congregational council and the congregation are certainly able to assess the PiT candidate's relationship with spouse, children and other family members. The candidate's personal demeanor, reputation in the community and reputation as an employee and/or business proprietor can also be assessed at the outset of the call. The calling congregation's council and the congregation must be satisfied that the PiT candidate meets these requirements prior to calling him/her.

### **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 our constitution. See Appendix 5 attached hereto.
- (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); and,
- (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.

Whether a PiT candidate meets the qualifications described in Subparagraphs (1), (3) and (5) above will be revealed as the candidate receives academic instruction and interacts with the candidate's supervising pastor. The calling congregation's

council and members are able to assess whether the candidate demonstrates a commitment to Christ, serves in response to the needs of the church, is a godly spouse and parent if married, is seen as a person of integrity and sobriety within the church and by outsiders and strives to live a life of integrity informed by his/her Christian faith.

### **Basic Terms of a Letter of Call.**

CALC 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.

At the outset, the PiT candidate's ministry will be limited to preaching and teaching together with pastoral visitation. At the beginning candidate's activities will be supervised intentionally by the supervising pastor and congregational committee tasked with mentoring and assessing the candidate's progress. As time passes, seminary classes are taken, pastoral gifts and aptitudes are revealed and take shape, and the skills and abilities are developed, the PiT candidate will assume more of the terms of the call until the time comes when the congregational council, supervising pastor and congregational committee all agree that the candidate is able to fulfill all the terms of the call.

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

The goal of the Pastor-in Training component of the PMC is to encourage, nurture, hone and develop your aptitude and proficiency in the following critically essential areas of pastoral ministry: preaching, worship leadership, teaching, pastoral care, evangelism and outreach. The specific goals for each said area of pastoral ministry are set out below. The candidates supervising pastor, congregational council and evaluation committee are called to discern whether these gifts, skills, aptitudes and abilities have emerged and matured.

**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 is 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 study and Christian education classes, 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, and a personal commitment to the study of the Bible is crucial for the pastor. As part of the Lutheran community we want to know that our pastors understand the Reformation and Lutheran theology as expressed in the Book of Concord.

It is important for pastors to have a good grasp of these principles: 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. 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.

**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. Congregations cannot take for granted that pastors are above reproach. The congregation should perform the necessary checks into the candidate’s history. 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.

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

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

Preaching and teaching are very much part of the practice of pastoral ministry. Is the candidate able to communicate effectively from the pulpit and/or in the classroom? Does the candidate demonstrate an interest in improving these areas? The congregation can examine these qualities in a live situation or have the candidate send a recording of a sermon or teaching session.

Another aspect of the practice of ministry is leadership. If the congregation expects leadership, then leadership ought to be part of the discussion. Prior to the discussion, the congregation must determine the type of leader it seeks, for example: an administrator, a shepherd of souls, a facilitator who empowers others, a preacher, teacher, etc.

The candidate should be able to describe his/her work and study habits for an average day or an average week. The congregation might ask the candidate how he or she might divide time, between work and home.

The council and/or call committee is heartily encouraged and admonished to look up and discuss the following Scriptural references:

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

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

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

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

## **C. Shepherd's Pathway to Ministry**

The Shepherd's Pathway for Pastoral Ministry ("Shepherd's Pathway") is the program by which CALC's future pastors are trained. The PiT candidate must be enrolled in the Shepherd's Pathway to Ministry. An application form is attached hereto as Appendix 1.

### **Candidacy**

Candidacy is a process of discernment and reflection that encourages individuals to consider whether God is calling them to the pastoral ministry within CALC.

**The Inner Call:** CALC affirms that an individual's call from God to the pastoral ministry has an internal dimension. Candidates for the pastoral ministry become aware of their gifts and God's call in various ways. Some become aware in a critical moment in life. Some are urged by others in the church to consider their call. Some struggle for years with their call and their circumstances. When this internal call is sensed, the candidate, his/her spouse, pastor, home congregation and CALC engage in a cooperative process aimed at discerning whether the candidate is receiving a call from God to the Ministry of Word and Sacrament.

**The Divine Call:** We believe, trust and confess that the act of choosing, electing or appointing a man or a woman to the office of the Ministry of Word and Sacrament is referred to as "the divine call." The divine call is much more than an inner conviction or belief held by a man or woman that God wants him or her to be a pastor. The inner conviction does not make that man or woman a pastor; rather, it is the external election or call of the church that makes any man or woman a pastor. Without the mediation of a call by a congregation, a man or woman serving as a pastor would be engaged in self-appointed service to God and that can be a form of idolatry. Only the Apostles and the Prophets received an immediate call from God Himself. Pastors are neither Apostles nor Prophets; their call is mediated through the congregation. It is a congregation, acting in obedience to the will of God, who has the command from God to call qualified men and women to the Ministry of Word and Sacrament. A call to a public ministry of Word and Sacrament cannot be accepted by the candidate out of a spirit of voluntarism, a sense of familial duty or obligation, a desire to achieve social justice, a desire for self-fulfillment, and/or a desire for intellectual attainment. The call of God binds the pastor to obedience to God's will.

**The Candidate:** The ideal candidate for the pastoral ministry is a member of a CALC 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.

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 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.

## **First Step - Discernment Of The Shepherd's Heart.**

**40 Day Discernment:** The first step on the Shepherd's Pathway is the 40-Day Period of Discernment. The candidate and his/her pastor, spouse and members of his/her congregation participate in a series of 40 devotional readings and exercises. The devotional readings help the candidate to discern the qualities of, or the 'heart of,' a pastor. CALC's "40 Days of Discernment – Wrestling With God's Call to Become a Shepherd" may be downloaded from the website.

If, upon completion of the 40 Day Discernment process, the candidate, his/her spouse, pastor and congregation believe that he/she demonstrates the qualities of, or the "heart" of, a pastor, the next step involves the determination of the educational path to be taken by the candidate. CALC's President and/or Board of Elders may be called upon in assisting the candidate in discerning the educational pathway taken by the candidate.

## **Second Step - Educational Pathway.**

The candidate, mentoring pastor and CALC will work together to discern the educational pathway to ministry to be followed on the Shepherd's Pathway. The candidate will embark on one of two educational pathways, either the traditional Master of Divinity track or the Pastoral Ministry Certificate.

CALC's Seminary. The Institute of Lutheran Theology (ILT) of Brookings, SD, USA, has been chosen by CALC to train its pastors. ILT is a Lutheran seminary providing graduate, certificate, and lay level theological education through a fully integrated online campus. Faithful, fully-credentialed teachers lead students deeply into the Scriptures and the Christian tradition through a continual dialogue via live online video conferencing that replicates a traditional classroom. ILT's educational model permits a candidate to study for the ministry without having to move their family and/or quit their employment. For more detailed information on ILT and the educational programs offered by the seminary please click on the "Seminary" toggle button found in the navigation pane at the top of this page.

**Pathway 1: Master of Divinity Degree (M-Div):** The Master of Divinity program prepares persons for the office of public ministry of Word and Sacrament in the church of Jesus Christ. It requires 90 course credits, equivalent to three years of full-time coursework. In addition, students in the M. Div. must complete the equivalent of a one-year full-time internship. A more detailed description of the program, including, descriptions for the courses offered in ILT's M-Div program is found in Appendix 2 attached hereto.

**Pathway 2: Pastoral Ministry Certificate (PMC).** This twelve-course program is designed to prepare leaders with no prior theological training to successfully provide pastoral leadership for a congregation. Coursework in the Pastoral Ministry Certificate Program provides a solid introduction to Biblical interpretation, Lutheran theology, church history, and ministerial practice. A more detailed description of the program, including, descriptions for the courses offered in ILT's PMC program is found in Appendix 3 attached hereto.

## **D. 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. The demands of a smaller congregation are such that 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 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.

### **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 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.

**Bi-vocational Ministry/Allocation of Time:** The PIT's ministry in a small congregation, or as part of a definite succession plan, is typically not 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 time between family, personal time, study and ministry in the congregation.

**Work-Study Program.**

The candidate will be given an opportunity to actively engage in the simultaneous study for and the practice of pastoral ministry in a structured and supervised parish setting. He/she will given the opportunity to preach, teach, lead worship and provide pastoral care under the supervision of a seasoned pastor and a Lay Committee. The goal of the practical experience component of a candidate's theological education is to encourage, nurture, hone and develop his/her aptitude and proficiency in the following critically essential areas of pastoral ministry: preaching, worship leadership, teaching, pastoral care, evangelism and outreach, parish administration and the further development of their Lutheran identity.

**Supervision/Evaluation.**

The Pastor in Training should be actively supervised and mentored by a Supervising Pastor and a Lay Committee. The Supervising Pastor and the Lay Committee will assess the candidate's progress through written in-depth periodic evaluations. A midterm evaluation, assessing ministry for the first six months of ministry, should be completed before the end of said six month term. A yearend evaluation, assessing ministry for the first twelve months of ministry, should be completed before the end of said twelve month term. Thereafter, a midterm and yearend report must be submitted for each subsequent year of the term of the PIT call agreement. The Supervising Pastor should discuss his/her midterm and yearend evaluations with the candidate and both must sign each such evaluation prior to its submission to the church council and to CALC. The Lay Committee's midterm and yearend evaluations must be discussed with the candidate and must be signed by the candidate and the chair of the Lay Committee prior to submission of any evaluation to the church council and CALC. In order for the candidate to continue as PIT a positive evaluation must be given by the Supervising Pastor and the Lay Committee at the end of each twelve month term of the Pastor-in Training call. Written evaluation tools will be provided by CALC. The church council must also receive and approve the yearend reports of the Supervising Pastor and the Lay Committee. Evaluation forms to be used by the Supervising Pastor and the Lay Committee are attached hereto as Appendix 7 and 8. See also the discussion under Paragraph 1 of Section H for insights into supervision of the Candidate.

**Appointment of a Supervising Pastor.**

The calling congregation must appoint a Supervising Pastor for oversight and evaluation of the candidate's ministry and the provision of mentorship for the candidate. The purpose of the Supervising Pastor's oversight and mentorship is to help the candidate to integrate academic learning into day-to-day ministry, provide guidance in sermon preparation, worship leadership, the administration of Sacraments, time management and provide practical advice and counsel with respect to the provision of pastoral care and parish administration. The Supervisor will also be engaged in the general evaluation of the candidate's ministry, and personal and professional growth through periodic meetings (in person and over the telephone) and through written, in-depth periodic evaluations.

**Appointment of a Lay Committee.**

The calling congregation's church council must appoint a three to five member Lay Committee. One member of the Lay Committee should be a member of the church council. The other members of the Lay Committee should act as representatives of the larger congregational community. These other members should, to the greatest extent possible,

reflect the makeup of the calling congregation. The Lay Committee's purpose is to provide the candidate with feedback, encouragement and guidance with respect to his/her worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The Lay Committee participates in evaluating the candidate's ministry and growth through feedback in scheduled monthly meetings with the candidate as well as by completing periodic written evaluations.

#### **Pastor-in-Training Program and the PRP.**

A congregation calling a pastor-in-training (PIT) may utilize the services of CALC's Pastoral Review Panel PRP. The PRP provides the candidate with feedback, encouragement and guidance with respect to his/her worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The PRP can assess the candidate's progress in the PIT program and aptness in the critical areas of: preaching, teaching, worship leadership, administration, pastoral care and evangelism. The calling congregation should provide the permanent members of the PRP with an audio or video tape of one of the candidate's sermons each month. A video or audio recording of a Bible study class and/or confirmation class should be recorded each month these classes are offered. The PRP participates in evaluating the candidate's ministry and growth through feedback in scheduled bi-monthly meetings with the candidate as well as by completing periodic written evaluations. The evaluation form will be provided by CALC. See Schedule 9 attached hereto for a description of CALC's Pastoral Review Panel (PRP).

#### **Appointment of a Pastor Mentor.**

The candidate will select, and the calling congregation's church council will approve the candidate's selection, of a Pastor Mentor. The Mentor Pastor should be an experienced local CALC pastor who walks alongside the candidate, prays with, supports and encourages the candidate through as much of the candidate's program as is possible. The Pastor Mentor may also help the candidate to cope with the academic rigor of the PMC or M-Div program, holding him/her accountable to all components of the program and provide a good listening ear as you deal with the challenges which arise during the continuing education process.

#### **Coursework that Must be Completed Prior to Taking on the Position of Pastor in Training.**

The candidate may actively serve in the congregation following the completion of what are designated Foundational Courses.

**Pastoral Ministry Certificate (PMC) Pathway:** The candidate may be licensed to preach regularly, baptize, confirm and commune upon completing the following three Foundational Courses in the PMC pathway: (1) **HST 141:** Luther and His Catechisms (3 Certificate Credits); (2) **PT 121:** Proclaiming God's Word. (3 Certificate Credits); and (3) **BT 101:** Principles of Biblical Interpretation. (3 Certificate Credits).

**Master of Divinity (M-Div.) Pathway:** The candidate may be licensed to preach regularly, baptize, confirm and commune upon completing the following three Foundational Courses of the M-Div pathway to: **BT 304:** Lutheran Biblical Interpretation (3 credits); **HST 341:** The Theology of Martin Luther (3 credits); and, (3) **PT 321:** Homiletics I (3 credits).

#### **Transition in Leadership.**

The congregational council of the calling congregation, in consultation with your Supervising Pastor, must provide for an orderly transition in primary pastoral leadership from the Supervising Pastor to the candidate. As the candidate completes more seminary courses and hones his/her critical pastoral skills, the congregational council will incrementally decrease the Supervising Pastor's general oversight over congregational life, pastoral duties and time spent on the candidate's supervision. The Lay Committee will continue to meet with the candidate monthly unless and until the congregational council sets other intervals for these meetings.

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

The congregation must call the Candidate as their Pastor-in-Training (PiT). The congregation must call the Candidate at a duly called meeting of the congregation. A percentage of those present at the meeting and qualified to vote in favor of the call (the percentage is typically two-thirds of the votes). The congregation must approve a written letter of call which outlines all the terms of a regular letter of call and provides for the PiT's training as a pastor. The following outline recommends steps congregations may take in the process of calling a PiT. 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. The Letter of Call.**

- a. **Model Call Letter.** A model or sample letter of call for the call of a Pastor-in-Training is attached hereto as Appendix 4. The provisions of the letter of call are meant to be structured to ensure that the Candidate receives the necessary classroom education, is given the opportunity to put what he/she has learned into practice and the Candidate's aptitude and proficiency in the areas of preaching, worship leadership, teaching, pastoral care,

administration, evangelism and outreach. The Candidate's progress is evaluated and affirmed by the Supervising Pastor and the congregation's Lay Committee. Evaluation forms to be used by the Supervising Pastor and the Lay Committee are attached hereto as Appendix 7 and 8. The letter of call is structured to permit the congregation to terminate the letter of call if the Candidate fails to take and complete the required seminary courses; and/or he/she does not show an aptitude and proficiency in the areas of preaching, worship leadership, teaching, pastoral care, administration, evangelism and outreach.

There are some very key practical issues that must be considered in drafting the final letter of call, including:

- Is this a fulltime or part-time call? If it is a part-time call how are the hours of service calculated?
- The amount and nature of the candidate's supervision by the Supervising pastor.
- The salary, housing allowance, car allowance, and employee benefits paid to the Candidate must be calculated.
- Holidays, sick and other leave days must be stated.

These issues are discussed below.

- b. **Supervision by the Supervising Pastor.** The Supervising Pastor will have general oversight over the candidate's ministry and congregational life. The purpose of the Supervising Pastor's oversight and mentorship is to help the Candidate to integrate academic learning into day-to-day ministry, provide guidance in sermon preparation, worship leadership, the administration of Sacraments, time management and provide practical advice and counsel with respect to the provision of pastoral care and parish administration. He/she will also be engaged in the general evaluation of the Candidate's ministry and his/her personal and professional growth through periodic meetings (in person, by telephone, Skype, Facetime and other social media) and through written in-depth periodic evaluations. The forms used for the Supervising Pastor's periodic is attached hereto as Appendix 7.

The Supervising Pastor should expect to spend about ten (10) hours per month in face to face meetings with the Candidate. The Supervising Pastor is required to observe and evaluate the Candidate's preaching, teaching and pastoral care/visitation. The Supervising Pastor and the Candidate are encouraged to make judicious use of the internet (Skype, Adobe Connect and Facetime) and other social media to facilitate face to face meetings. The Supervising Pastor should accompany the Candidate one visits from time to time. If the Supervising Pastor is some distance from the calling congregations' facilities, Worship services may be recorded using Facebook and other social media platforms and reviewed by the Supervising Pastor. The Supervising Pastor could observe the Candidate teaching Confirmation and Adult Christian Education using Facetime or similar social media platform. Twenty hours a month should be allocated for the Supervising Pastor's observation and evaluation of the Candidate's preaching, teaching and pastoral care. At least ten hours a month should be allocated for meetings with the calling Congregation's council and time allocated to assisting the Candidate in unplanned activities (funerals, baptisms and marriages). The Supervising Pastor should be compensated at the rate of between \$25.00 to \$35.00 per hour.

- c. **Full or Part Time Call:** The first question that must be asked is whether the congregation possesses the resources to call the Candidate to an either a fulltime or part-time ministry. Fulltime ministry comprehends at least 40 hours per calendar week. The Congregational Council is encouraged to calculate the salary and other costs of employment. Information on the standard terms of the call is provided in the subparagraphs below.

If the congregation can only bear the costs of a half-time ministry, the Congregational Council must establish, together with the Candidate, a vision for the part-time ministry. Council should ask and answer these questions:

- i. How many Sundays in given month do you want the Candidate to preach every Sunday? How often is he/she willing to preach? You should allocate about 6-8 hours per week for sermon preparation.
- ii. How often do you want the Candidate to lead Christian adult Christian education each month? You probably want to allocate 2-3 hours preparation for each hour of Christian education. How often is he/she willing to lead Christian education?
- iii. Do you want the Candidate to teach confirmation? Confirmation probably takes 2-3 hours a week (one hour class 1.5-2 hours preparation).
- iv. Do you want the Candidate to meet with the congregation's council and committees each month? This could take up to 8 hours per month.
- v. How much time do you want the Candidate to devote to visitation per month. Allocate at least 10 hours per month.

- vi. Do you want the Candidate to be involved in community events on behalf of the congregation (This could take up to 5-6 hours each month).
- vii. Funerals are unexpected. These happen from time to time to time. Figure at least 14 hours related to a funeral between the sermon, meeting with the family/funeral home, preaching at and conducting the funeral service.

Example of Vision for the Candidate's Part-Time Ministry:

The Candidate preaches and presides at 4 Sunday services a month 7 hours of preparation per sermon. 2 hours for each worship service. 9 hours x 4 sermons = 36 hours per month	36
Leads 4 adult education or Confirmation classes a month One hour per class plus two hours preparation 3 hours x 4 classes = 12 Hours per month	12
The candidate attends congregational council meetings once a month and two other committee per month.	8
The Candidate spends 8 hours a month visiting congregants, potential members and hospital visits.	8
Time spent with the Supervising Pastor	10
Unexpected hours average of 6 per month	6
Monthly total	80

The Candidate would be expected to serve the congregation 20 hours per week.

- d. **The Base Salary:** CALC has calculated the annual compensation for a fulltime (40 hours per week) and half-time (24 hours per week) Candidate in the Pastoral Ministry Certificate (PMC) program. It assumes annual increases in the annual salary.

	Fulltime	Half-time
Start Rate	28,475	14,238
Year 1	29,300	14,650
Year 2	30,200	15,100
Year 3	31,075	15,538
Year 4	31,950	15,975
Year 5	32,900	16,450
Year 6	33,925	16,963

- e. **Housing Allowance:** The congregation must provide a housing allowance which reflects the realities of the rental surrounding community and falls within limitations imposed by the Canada Revenue Agency; or a parsonage, together with utilities. If a housing allowance is paid in cash, the housing allowance paid for a half-time ministry is 50% of the market rental.
- f. **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.
- g. **Holidays.** The number of paid holidays, paid sick days and paid bereavement days for each calendar year. Suggestions for paid holidays are found in the model letter of call.
- 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. **Moving Costs.** The call of a PiT may require the Candidate to move to accept the letter of call. The congregation generally pays the costs associated with: (a) loading a Candidate'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 Candidate's previous location to his/her new home including, fuel, meals and lodging. The congregation can agree to pay the pastor a fixed amount towards such costs; or, the lowest of three bids for the costs of moving and the actual travel costs.



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 should lay out the process that was followed which resulted in the Candidate's name being put forward.

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 Rose of Sharon Lutheran Church, Rock Hill, Alberta, call Martin Freeman as our part-time pastor in training upon the terms of a letter of call disclosed to those present at the meeting with the following general 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 shall initially be for successive one year terms, provided the Candidate takes and passes the required educational courses and receives evaluations from a supervising pastor and lay committee that he/she is developing essential ministry gifts and aptitudes. Upon completing the required educational requirements and together with positive evaluations, this call becomes a 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

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.

I vote **in favor** of the motion calling Martin Freeman as our part-time pastor-in-training.

I vote **against** the motion calling Martin Freeman as our part-time pastor-in-training.

**4. 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 4. 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.

**Installation.**

If the Candidate accepts the call as pastor-in-training, the Candidate is installed as the Congregation's pastor-in-training and the Supervising Pastor as interim pastor by CALC's President using a rite developed by CALC.



# Canadian Association of Lutheran Congregations Guidelines for Calling a Pastor-in-Training Appendix 1

## Application For Entry Into Shepherd's Pathway Application Form

The following materials, along with the completed application form, are to be mailed or emailed to CALC's President.

1. Copies of transcripts of your collegiate, university and seminary education and a full description of non-credit academic work completed.
2. 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].
3. 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

Full Name:		
Street Address:		
City:	Province:	Postal Code:
Home Phone:	Cell:	Work Phone:
Email:		Date of Birth:
11. Date of your Baptism	Place of your Baptism:	
13. Date of your Confirmation	Place of your Confirmation	
Are you currently married:	Were you previously married?:	
If you were previously married how was this prior 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.		



**II. CONGREGATIONAL AFFILIATION AND LEADERSHIP EXPERIENCE .**

**1. Church You Now Attend.**

Full Name:		
Street Address:		
City:	Province:	Postal Code:
Telephone:	Email:	Website:
Pastor's Name	Cell Phone	Email
How long have you been a member of this congregation?		

**2. Leadership in the Church.** Please list the variety of capacities that you have served in the local church or the larger church body. Please share with us how these experiences shaped your understanding of the church and how they have encouraged you to look seriously into entering parish ministry?

**3. Leadership in the Community.** Have you served in a leadership capacity in your community over the past 10 years? Please provide information on your community service, including the name of the organization and your role in the organization.

**III. EDUCATIONAL BACKGROUND.**

Please provide information on your educational background. List all the schools, colleges and universities you attended. Please fill out the appropriate boxes below.

**1. High School**

Name:
Address:
Date of Graduation:

**2. Bible School/Career College/Trade School**

Name:	
Address:	
Years attended:	Date of Graduation:
Major (if any):	
Diploma/Certificate Earned:	

**3. Bible School/Career College/Trade School**

Name:	
Address:	
Years attended:	Date of Graduation:
Major (if any):	
Diploma/Certificate Earned:	

**4. College or University**

Name:	
Address:	
Years attended:	Date of Graduation:
Major (if any):	
Degree Earned:	

**5. College or University**

Name:	
Address:	
Years attended:	Date of Graduation:
Major (if any):	
Degree Earned:	

**Other educational experiences.**

6. Have you undertaken specialized or professional training (courses, seminars, retreats, independent studies, etc)?

7. Do you have any other specific vocational abilities or other talents which you have developed which would be beneficial for your serving as a parish pastor?

**IV. EMPLOYMENT HISTORY**

List in chronological order positions in which you have been employed or attach a résumé:

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

10. What work-related experiences have provided you with tools that can be utilized or easily transferred into parish ministry?

**V. 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?  
 \_\_\_\_\_ No                      \_\_\_\_\_ Yes  
 If yes, provide the name of the institution(s) and state the reason(s) for such action.

2. Have you ever applied for admission to a seminary or Christian education program and been refused entry?  
 \_\_\_\_\_ No                      \_\_\_\_\_ Yes  
 If yes, provide the name of the school(s), date(s) and particulars.

3. Have you ever been suspended, or removed from: (a) the roster of clergy, diaconal ministers or lay ministers of a synod or other church body; or (b) the roster of any other organization?

No  Yes

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 (a) clergy, diaconal ministers, or lay pastors of a synod or other church body, or (b) the roster of any other organization?

No  Yes

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?

No  Yes

If no, please comment.

6. 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.

7. 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.

8. 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.

9. Have you ever engaged in any behavior or 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.

## **VII QUESTIONS**

Please type out answers to the questions stated below on separate pieces of paper and submit them with your application. Please title each page as follows: "Answers to Questions" together with the question number and the question itself.

1. Please provide an autobiographical statement setting forth your background. The statement should also share how God has been working in your life and how God has been leading toward pastoral ministry.
2. Name three areas of your which you believe are strengths you bring to the pastoral ministry.
3. Name three areas of weaknesses which you would like to address prior to entering the pastoral ministry.
4. Which persons, factors or incidents in your life most influenced your journey of faith, and in what ways?
5. Comment on how your spouse and family feel about your entering parish ministry? What are their worries? What would excite them?
6. Why do you want to be a pastor with CALC?
7. Do you agree with CALC's Shepherd's pathway to ministry? Would you be open to meeting with CALC's Board of Elders, President and/or Pastoral Review Panel and be open to their recommendations?

## **VIII ESSAYS**

Please prepare and submit three essays (not longer than a page per question) on these three questions:

1. What is your understanding of the authority of Scripture?
2. What is your understanding of the theology of the Cross and the importance of Law and Gospel.
3. What is your understanding of a Shepherd/Pastor in parish ministry?

## **IX APPLICANT DECLARATION WAIVER OF RIGHTS TO CONTENTS OF CALC FILE**

**READ THE APPLICANT DECLARATION AND WAIVER OF RIGHTS BEFORE SIGNING THIS APPLICATION FORM. YOUR SIGNATURE MUST BE ORIGINAL AND IN INK.**

I certify that all the information submitted in this application is true to the best of my knowledge, that statements made in connection with this application are true and complete in all respects and that no information has been withheld. Completion of this application gives express permission to CALC to request from other institutions my academic in addition to those already submitted.

I understand that in the process of reviewing my application, CALC will receive from other individuals and organizations information and materials relating to my personal, academic and professional background. I acknowledge that the information provided herein or given by an outside source is required to determine my eligibility for admissions to the Shepherd's Pathway to Ministry. I hereby voluntarily waive any right or privilege to inspect or to challenge the content or comment expressed by references given as a part of this application procedure. I expect that the observations made will remain confidential and the property of the Canadian Association of Lutheran Congregations. I agree that all such

information and materials shall be retained solely by CALC and that in no event must such information or materials be revealed to me. In consideration of CALC 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 pastoral ministry through CALC. With my prior written consent, the Canadian Association of Lutheran Congregations, may disclose the contents of my file to a congregation who may be interested in calling me. CALC shall require the calling congregation's congregational council and members of said congregation's call committee to sign a privacy and non-disclosure agreement prior to providing your file for their review and shall require all copies of your files to be returned to CALC at the close of the call process.

---

(Date)

---

(Signature of Applicant)

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

Pastor Ed Skutshek, President  
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 Guidelines for Calling a Pastor-in-Training Appendix 2

## Master of Divinity (M.Div.)

The Master of Divinity program prepares persons for the office of public ministry of Word and Sacrament in the church of Jesus Christ. It requires 90 course credits, equivalent to three years of full-time coursework. In addition, students in the M. Div. must complete the equivalent of a one-year full-time internship.

### ***Program Learning Outcomes***

After completing this program, students will:

- Know how to draw the ministry of Word and Sacrament from the Holy Scriptures as centered in Jesus Christ.
- Learn, analyze, and assess the doctrine and history of the church and its teachers in order to distinguish God's law and gospel in proclamation, teaching, and pastoral care.
- Know how to analyze and assess the context of ministry in the world in order to aptly communicate the gospel in proclamation, teaching, and pastoral care.
- Be able to analyze and appraise theological formulations in a spirit of openness and mutual respect.

### ***Denominational Endorsement and Certification for Ordination***

Endorsing students who are preparing for ministry and certifying them as qualified for ordination are the responsibility of the student's denomination. The Institute of Lutheran Theology cooperates with the denomination in this process.

### ***Admission Requirements***

- Completion of a bachelor's degree from an accredited institution, or in special cases, an equivalent preparatory experience.
- Completion of the online application for the Master of Divinity degree.
- Three letters of recommendation from individuals such as pastor, employer professor or other professional relationship (these are available in the online application).
- Official transcripts from all post-secondary institutions. Applicants are required to have their official transcripts sent directly to the Office of Admissions from all the institutions attended. Transcripts must demonstrate a minimum GPA of 2.50 on a 4.00-point scale or equivalent (applicants with a GPA of less than 2.50 may be admitted on Academic Probation).
- Applicants whose native language is not English are required to submit a score from the Test of English as a Foreign Language (TOEFL) or from the International English Language Testing System (IELTS) that is not more than two years old. Normally, minimum acceptable scores for the TOEFL are 26 on the speaking section and 24 on the writing section. Minimum acceptable scores on the IELTS are 8 on the speaking section and 6.5 on the writing section. Please request that your score be sent to ILT. ILT's DI Code for the TOEFL is 5745. More information concerning TOEFL can be accessed at the Education Testing Services website: <http://ets.org>. Information regarding the IELTS can be found at <https://www.ielts.org>.
- Completion of the Theology and Ministry Questionnaire
- Pass the Bible Proficiency Exam with a score of at least 60%.
- Application fee: \$50 (non-refundable)
- Copy of official photo ID.
- An admissions interview with the Director of Admissions.

### ***Courses***

Students in the Master of Divinity program choose one of two tracks. The Biblical Theology Track (BT) gives somewhat more emphasis to Biblical languages and study of the Bible. The Doctrinal Theology Track (DT) gives somewhat more emphasis to historical and systematic theology. Both tracks provide a comprehensive foundation for pastoral ministry. A list of the

courses for both programs are found below. For course descriptions please consult ILT's Academic Calendar at <https://www.ilt.edu/academic-catalogs-> (pages 87-107).

<p><b>M.Div. – Biblical Theology Track (BT)</b></p> <p><b>Emphasis Courses</b> (9 credits)  BT 300: Introduction to Greek  BT 302: Readings in New Testament Greek (requires BT 300)  BT 303: Lutheran Exegetical Method  BT 308: Biblical Hebrew.</p> <p><b>Biblical Theology</b> (24 credits)  BT 304: Lutheran Biblical Interpretation (requires BT 300)  BT 311: The Pentateuch &amp; Writings (requires BT 308)  BT 330: Wisdom &amp; The Histories (requires BT 308)  BT 361: The Gospels (requires BT 302)  BT 365: Epistles &amp; Formation of the New Testament (requires BT 302)  BT 366: Paul &amp; His Legacy (requires BT 302)  One Old Testament elective:  BT 400-459  One New Testament elective:  BT 461-499</p> <p><b>Historical and Systematic Theology</b> (24 credits)  HST 301: History of Christian Thought I: Origins to 1500  HST 302: History of Christian Thought II: Reformation (requires HST 301)  HST 401: Creation and the Triune God (requires HST 303)  HST 402: Christology (requires HST 401)  HST 403: Church, Spirit and the Two Kingdoms (requires HST 402)  HST 413: History of Christian Thought III: 1700-1900 (requires HST 302)  HST 455: The Lutheran Confessions (requires HST 302)  And one elective chosen from the following:  HST 305: History of the Lutheran Church (requires HST 302)  HST 414: Twentieth Century Theology (requires HST 413)  HST 443: The Theology of Martin Luther (requires HST 301)</p> <p><b>Ethics and Philosophy of Religion</b> (12 credits)  EPR 301: Faith, Knowledge, and Reason  EPR 310: Ethics in Lutheran Perspective  And two electives chosen from the following:  EPR 311 Bioethics  EPR 320: Theology and World Religions  EPR 371: Religious Interpretation of Films  EPR 402: Critical Reasoning for the Theologian (requires EPR 301)  EPR 403: Philosophy of Religion (requires EPR 402)  EPR 412: Christian Sexual Ethics  EPR 481: Theology and Science</p> <p><b>Pastoral Theology</b> (21 credits)  PT 301: Pastoral Care I  PT 302: Pastoral Care II (requires PT 301)  PT 303: Pastoral Care III (requires PT 302)  PT 304: Parish Administration  PT 305: The Teaching Shepherd  PT 311: Theology and the Practice of Worship I  PT 321: Homiletics I  PT 322: Homiletics II (requires PT 321)  PT 323: Homiletics III (requires PT 322)  And one Pastoral Theology elective: PT 360-49</p>	<p><b>M.Div. – Biblical Theology Track (BT)</b></p> <p><b>Emphasis Courses</b> (9 credits)  BT 301: Elements of Greek  EPR 301: Faith Knowledge and Reason  EPR 402: Critical Reasoning for the Theologian  EPR 310: Ethics in Lutheran Perspective</p> <p><b>Biblical Theology</b> (21 credits)  BT 304: Lutheran Biblical Interpretation  BT 311: The Pentateuch &amp; Histories (requires BT 301)  BT 330: Wisdom &amp; The Prophets (requires BT 301)  BT 361: The Gospels (requires BT 301)  BT 366: Paul &amp; His Legacy (requires BT 301)  BT 365: Epistles &amp; Formation of the New Testament (requires BT 301)  And one course chosen from the following:  BT 400 - 499: Old or New Testament elective</p> <p><b>Historical &amp; Systematic Theology</b> (30 credits)  HST 301: History of Christian Thought I: Origins to 1500 (3 credits)  HST 302: History of Christian Thought II: Reformation (requires HST 301)  HST 305: History of the Lutheran Church (requires HST 302)  HST 401: Creation &amp; the Triune God (requires HST 303)  HST 402: Christology (requires HST 401)  HST 403: Church, Spirit, &amp; the Two Kingdoms (requires HST 402)  HST 413: History of Christian Thought III: 1700-1900 (requires HST 302)  HST 414: Twentieth Century Theology (requires HST 303)  HST 443: The Theology of Martin Luther (requires HST 301)  HST 455: The Lutheran Confessions (requires HST 302)</p> <p><b>Ethics and Philosophy of Religion</b> (9 credits)  Three courses chosen from the following:  EPR 320: Theology and World Religions  EPR 371: Religious Interpretation of Films  EPR 403: Philosophy of Religion (requires EPR 302)  EPR 412: Christian Sexual Ethics  EPR 481: Theology and Science</p> <p><b>Pastoral Theology</b> (21 credits)  PT 301: Pastoral Care I  PT 302: Pastoral Care II (requires PT 301)  PT 303: Pastoral Care III (requires PT 302)  PT 304: Parish Administration  PT 305: The Teaching Shepherd  PT 311: Theology and the Practice of Worship  PT 321: Homiletics I  PT 322: Homiletics II (requires PT 321)  PT 323: Homiletics III (requires PT 322)  And one Pastoral Theology elective: PT 360-499</p>
---	--



## ***Internship***

In addition to the completion of 90 Credit Hours of course work, the Master of Divinity student is required to take and complete a 12 month full-time supervised internship. Course description: PT 491 Internship

Internship is a formal partnership between a Master of Divinity student, a congregation, and a supervising pastor for the student's education and maturation as a pastor of Christ's church. A successful internship is a requirement of ILT's Master of Divinity degree.

- A student is normally eligible for internship after having completed a minimum of 30 hours of coursework.
- ILT maintains a list of congregations that have expressed an interest in having an intern. Students should consult with the Dean of Academic Affairs for information regarding possible internship sites. Students may also arrange for their own internship sites. All intern supervisors must complete an application with ILT and be approved by the faculty.

Further information regarding internships is available from the Dean of Academic Affairs.

## ***Tuition.***

The tuition fee for each of the courses listed below is calculated as follows:

<b>Base Tuition:</b> 3 Credit Hours x \$405.00 per credit hour = 1,215.00	1,215.00
Application Fee (each semester)	55.00
Registration Fee (each semester)	55.00
Library Fee (each semester)	55.00
Technology Fee (each semester)	55.00
Total	1,435.00

Tuition is paid by the student in Canadian Funds. A Canadian Charity typically pays the currency exchange for CALC students.



# Canadian Association of Lutheran Congregations Guidelines for Calling a Pastor-in-Training

## Appendix 3

### Pastoral Ministry Certificate

This twelve-course program is designed to prepare leaders with no prior theological training to successfully provide pastoral leadership for a congregation. Coursework in the Pastoral Ministry Certificate Program provides a solid introduction to Biblical interpretation, Lutheran theology, church history, and ministerial practice.

#### **Program Learning Outcomes**

Students will gain:

- Competency in their chosen area of congregational pastoral service.
- The ability to articulate issues in theology in the areas of pastoral service.
- The tools to discern God's Word as Law and Gospel.
- The ability to engage in responsible pastoral services at the congregational level.

#### **Admission Requirements**

- Completion of the online application.
- Proof of completion for secondary education and transcripts from any post-secondary schools.
- A letter of recommendation from a pastor.
- Applicants whose native language is not English are required to submit a score from the Test of English as a Foreign Language (TOEFL) or from the International English Language Testing System (IELTS) that is not more than two years old. Normally, minimum acceptable scores for the TOEFL are 26 on the speaking section and 24 on the writing section. Minimum acceptable scores on the IELTS are 8 on the speaking section and 6.5 on the writing section. Please request that your score be sent to ILT. ILT's DI Code for the TOEFL is 5745. More information concerning TOEFL can be accessed at the Education Testing Services website: <http://ets.org>. Information regarding the IELTS can be found at <https://www.ielts.org>.
- Application Fee: \$50 (nonrefundable).
- Copy of an official photo identification.
- Admissions Interview (The admissions interview may be conducted in person, by telephone, or by interactive video conference. The interview will be conducted by a representative from the Institute of Lutheran Theology.)

**Tuition.** The tuition fee for each of the courses listed below is calculated as follows:

<b>Base Tuition:</b> 3 Credit Hours x \$380.00 per credit hour =	1,140.00
Application Fee (each semester)	55.00
Registration Fee (each semester)	55.00
Library Fee (each semester)	55.00
Technology Fee (each semester)	55.00
<b>Total</b>	<b>1,360.00</b>

Tuition is paid by the student in Canadian Funds. A Canadian Charity typically pays the currency exchange for CALC students.

**Required Courses:**

HST 051: How to Think Like a Lutheran (Weekend Course)  
BT 101: Principles of Biblical Interpretation  
BT 111: Old Testament Theology and History (requires BT 101)  
BT 161: New Testament Theology and History (requires BT 101)  
HST 101: The History of the Christian Church to 1500  
HST 102: The History of the Christian Church 1500 to Present (requires HST 101)  
HST 110: Systematic Theology  
HST 141: Luther and His Catechisms  
HST 151: Lutheran Reformers and the Book of Concord  
PT 101: Pastoral Theology and Care  
PT 111: Lutheran Worship  
PT 121: Proclaiming God's Word  
PT 141: Christian Apologetics

**Course Descriptions:****HST 051: How to Think Like a Lutheran** (0 Certificate Hours)

This course introduces students to the distinctiveness of Lutheran Theology, its continuity with the faith of the apostles and the necessity of preaching Christ alone and him crucified. Students will become acquainted with major themes in Lutheran thinking and learn to use them as tools of discernment for distinguishing the particularity of faith versus the generality of religious sentiment.

**BT 101: Principles of Biblical Interpretation** (3 Certificate Hours)

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.

**BT 111: Old Testament Theology and History** (3 Certificate Hours)

This course introduces the Old Testament, giving careful consideration to matters of interpretation and examining theologically the Torah, the Writings, and the Prophets. Old Testament stories are seen against the backdrop of God's law and gospel. Prerequisite: BT 101.

**BT 161: New Testament Theology and History** (3 Certificate Hours)

This course introduces the New Testament, giving careful consideration to matters of interpretation and examining theologically the Synoptic Gospels, John, Acts, the Pauline Epistles, the Pastoral Epistles, and the Book of Revelation. Prerequisite: BT 101.

**HST 101: The History of the Christian Church to 1500** (3 Certificate Hours)

This course examines the development of the Christian Church and doctrine from Christian origins in the first century to the late scholasticism and medieval mystics. Special attention is given to the ecumenical councils of the church and the development and repudiation of the classical heresies. Emphasis is placed upon the relevance of church history for Christian proclamation.

**HST 102: The History of the Christian Church 1500 to Present** (3 Certificate Hours)

This course examines the development of the Christian Church and doctrine in the reformations of the sixteenth century, the Catholic counter-reformation, the rise of Protestant orthodoxies and pietism, the Enlightenment, and Nineteenth and Twentieth century theological developments. Emphasis is placed upon the relevance of church history for Christian proclamation. Prerequisite: HST 101.

**HST 110: Systematic Theology** (3 Certificate Hours)

This course explores from a Trinitarian perspective the traditional topics of theology: God, creation, fall, human beings, sin, Christ, justification, atonement, regeneration, Holy Spirit, sanctification, Church, sacraments, eschatology, and vocation.

**HST 141: Luther and His Catechisms** (3 Certificate Hours)

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.

**HST 151: Lutheran Reformers and the Book of Concord** (3 Certificate Hours)

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.

**PT 101: Pastoral Theology and Care** (3 Certificate Hours)

This course investigates the relationship between the office of pastor, the content of historical faith, and concrete issues arising within a context of pastoral counseling. Emphasis is placed upon the methodological and hermeneutical priority of the law/gospel approach within a context of care of souls.

**PT 111: Lutheran Worship** (3 Certificate Hours)

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 121: Proclaiming God's Word** (3 Certificate Hours)

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.

**PT 141: Christian Apologetics** (3 Certificate Hours)

This course is a survey of the nature, objectives, and the importance of Christian apologetics in contemporary culture, with particular emphasis on the application of Christian education and evangelism. Prerequisite: HST 141.



# Canadian Association of Lutheran Congregations Guidelines for Calling a Pastor-in-Training

## Appendix 4

### Letter of Call Pastor in Training – Pastoral Ministry Certificate Program

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

Date:

From: Rose of Sharon Lutheran Church, Rocky Hill, Alberta

To: Martin Freeman

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 (CALC) 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. This call to the office of pastor-in-training is based upon the following understandings and commitments.

#### 1. **Understandings and Commitments.**

- a. The Pastoral Ministry Certificate program (PMC) is one of the pathways to the Ministry of Word and Sacrament under CALC's Shepherd's Pathway. The PMC is offered by the Institute of Lutheran Theology, an online seminary headquartered in Brookings, South Dakota, USA (ILT).
- b. Your training as a pastor involves the concerted efforts of the faculty and staff of ILT, a Supervising Pastor, our Lay Committee, our church council and CALC (who acts through its President and Board of Elders) who will work together with you to achieve the goals stated below.
- c. The academic component of the PMC consists of twelve (12) courses. The twelve courses are divided as follows three Foundational Courses and nine Core Courses.
- d. **The Foundational Courses:** (1) BT-101 Principles of Biblical Interpretation, (2) PT-121 Proclaiming God's Word, and (3) HST-141 Luther and His Catechisms (referred to as the "Foundational Courses");
- e. **The Core Courses:** (1) HST-151 Lutheran Reformers and The Book of Concord, (2) BT-111 Old Testament Theology & History, (3) HST-101 History of the Christian Church to 1500, (4) BT-161 New Testament Theology & History, (5) HST-102 History of the Christian Church to 1500-Present, (6) PT-101 Pastoral Theology and Counseling, (7) PT-141 Christian Apologetics, (8) HST-101 Systematic Theology, and (9) PT-111 Lutheran Worship (referred to as the "Foundational Courses"). Course descriptions for the courses are attached hereto as Schedule A.
- f. You have completed the Foundational Courses and are eligible to receive and accept a call from our congregation as a pastor-in-training and may be licensed to preach, teach, confirm, commune and baptize within our congregation, subject to the supervision described below.
- g. As a Pastor-in-Training you will be given an opportunity to actively engage in the simultaneous study for the pastoral ministry and the practice ministry in a structured supervised parish setting. You will given the opportunity to preach, teach, lead worship and provide pastoral care under the supervision of a seasoned pastor. The goal of the Pastor-in Training component of the PMC is to encourage, nurture, hone and develop your aptitude and proficiency in the following critically essential areas of pastoral ministry: preaching, worship leadership, teaching, pastoral care, evangelism and outreach, parish administration and the development of your Lutheran identity. The specific goals for each said area of pastoral ministry are set out in Schedule B attached hereto. Your supervising Pastor and the Lay Committee are asked to measure and evaluate your progress in the ongoing development of your skills and abilities

in those areas of ministry. As you gain knowledge and experience, and your pastoral skills mature, you will be given greater and greater responsibility in the shepherding of our congregation.

2. **Supervising Pastor:** Our church council has called Pastor \_\_\_\_\_ to a part-time interim ministry to be your Supervising Pastor. As Supervising Pastor he/she will have general oversight over your ministry and congregational life. The purpose of the Supervising Pastor's oversight and mentorship is to help you to integrate academic learning into day-to-day ministry, provide guidance in sermon preparation, worship leadership, the administration of Sacraments, time management and provide practical advice and counsel with respect to the provision of pastoral care and parish administration. He will also be engaged in the general evaluation of your ministry and your personal and professional growth through periodic meetings (in person and over the telephone) and through written, in-depth periodic evaluations. The forms used for the periodic evaluations will be made available by CALC. The Supervising Pastor should discuss his/her periodic evaluations with you and you both must sign each such evaluation prior to its submission to our church council and to CALC.

3.  **Lay Committee:** Our church council will appoint a three member Lay Committee. One member of the Lay Committee will be a member of the church council. The two other members of the Lay Committee will act as representatives of our larger congregational community. They will not be members of our church council. To the greatest extent possible, these two individuals will reflect the makeup of our congregation. The Lay Committee's purpose is to provide you with feedback, encouragement and guidance with respect to your worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The Lay Committee participates in evaluating your ministry and growth through feedback in scheduled monthly meetings with you as well as by completing periodic written evaluations. The forms for the periodic evaluations will be provided by CALC. The Lay Committee's periodic evaluations will be discussed with you and must be signed by you and the members of the Lay Committee prior to submission of any evaluation to our church council and CALC.

or

**CALC's Pastoral Review Panel (PRP).** CALC's Pastoral Review Panel (PRP) will be utilized to evaluate your progress. Two congregational members will be appointed to work with the PRP. One of the appointees will be a member of church council. The PRP will provide you with feedback, encouragement and guidance with respect to your worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The PRP will assess your progress in the PIT program and aptness in the critical areas of: preaching, teaching, worship leadership, administration, pastoral care and evangelism. We will provide the permanent members of the PRP with an audio or video tape of one of your sermons each month. A video or audio recording of a Bible study class and/or confirmation class will also be recorded each month these classes are offered. The PRP participates in evaluating your ministry and growth through feedback in scheduled bi-monthly meetings with you as well as by completing periodic written evaluations. Evaluation form will be provided by CALC.

4. **Pastor Mentor.** You will select a Pastor Mentor, and our church council will approve your selection. The Mentor Pastor should be an experienced local CALC pastor who walks alongside you, prays with you, supports you and encourages you through as much of the PMC program as is possible. The Pastor Mentor may also help you to cope with the academic rigor of the PMC program, holding you accountable to all components of the program and provide a good listening ear as you deal with the challenges which arise during the continuing education process.

5. **As our pastor-in-training we call you to...**

- a. Preach the Word, administer the Sacrament of Holy Communion and conduct public worship in harmony with the faith and doctrine of the Lutheran church.
- b. Through the power of the Word of God, maintain your personal relationship with Jesus Christ as your personal Saviour as first priority, maintain a relationship with your spouse and family as second priority, and fulfill their duties and responsibilities to the Congregation as pastor-in-training Pastor as third priority.
- c. Provide opportunities for Christian Education.
- d. Baptize, confirm, and marry in accordance with the teaching of CALC and within the laws of the province of Alberta, visit the sick and distressed and bury the dead.
- e. Encourage faith active in love, in personal and family life and provide pastoral leadership to the church council and all church schools and auxiliary organizations of our Congregation.

- f. Comfort the mourning, console the depressed, bring the promise of redemption to those who seek redemption, carry forth into the world the Word of the merciful God with its promise of salvation.
- g. Be responsible for the pastoral care of our members and adherents, including regular visits.
- h. Install members of Council.
- i. Encourage the members to be generous in support of the ministry of our congregation and CALC.
- j. Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants. Parish records shall be kept in a separate book, which shall remain the property of the Congregation.
- k. Commend members who move to the pastoral care of the parish in which their new home is located.
- l. Continue taking Core Courses until you have taken, completed, and passed all of the Core Courses. You will take and pass your first Core Courses as follows:

Fall Semester 2020 (Sep-Dec) Core Course: 1	Winter Semester 2021 (Jan-Apr) Core Course: 2
Fall Semester 2021 (Sep-Dec) Core Course: 3	Winter Semester 2022 (Jan-Apr) Core Course: 4
Fall Semester 2022 (Sep-Dec) Core Course: 5	Winter Semester 2023 (Jan-Apr) Core Course: 6
Fall Semester 2023 (Sep-Dec) Core Course: 7	Winter Semester 2024 (Jan-Apr) Core Course: 8
Fall Semester 2024 (Sep-Dec) Core Course: 9	

With council's prior approval, you may take a Core Course as an intensive summer course: (a) in lieu of taking a Winter or Fall course in any calendar year or (b) in addition to the courses for that calendar year. With council's prior written approval, you may defer taking a Core Course in a specific Fall or Winter semester.

- m. Submit to the guidance and mentorship of the Supervising Pastor, the Lay Committee and CALC as you preach, teach, administer the Sacraments and provide pastoral care.
- n. Submit to the Congregational Council as adjustments are made to the role of the Supervising Pastor and the Lay Committee in their oversight and supervision over you, in order to reflect your personal and professional growth and your ability to assume greater leadership in worship leadership, pastoral care and church administration.

**6. We the members of Rose of Sharon Lutheran Church will...**

- a. Receive you as our pastor-in-training and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer. Deem you an ex officio non-voting member of our church council and all its committees and notify you of all regular or special meetings of our church council.
- b. Support the work of our congregation and the Canadian Association of Lutheran Congregations.
- c. Pay you an annual salary in the amount of \$\_\_\_\_\_, in twelve equal monthly installments, with each monthly installment to be paid as agreed by you and our church council. Compensation to be reviewed annually.
- d. Pay you a housing allowance of \$\_\_\_\_\_ annually, payable in twelve equal monthly installments, due at the end of each month. Housing allowance to be reviewed annually.
- e. Provide your car reimbursement as follows: in the amount of: (a) 45 cents/km (excluding to and from the church to your home) to a maximum of \$\_\_\_\_\_ per month; or (b) \_\_\_\_\_ per month.
- f. Pay you an employee benefits package including life insurance, AD&D insurance, disability insurance, extended medical, dental and vision insurance, through (Insurance carrier). Premiums for said benefits to be calculated and determined by the (insurance carrier). 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).[47]
- g. Grant you an annual vacation of \_\_ weeks, and provide for pulpit supply for \_\_ Sundays during your absence. Annual vacation time will be reviewed periodically. Encourage you to take one day off each week, which will normally be \_\_\_\_\_.
- h. 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.
- i. Urge you to participate in continuing education opportunities and we will support you in that regard.
- j. Pay your tuition and other costs associated with taking and passing the Core Courses.

- k. Promise you our faithful assistance in the work to which you are called. Our faithful assistance will include your continued supervision by your Supervising Pastor and our Lay Committee while you take and pass the Core Courses. Our church council, in consultation with your Supervising Pastor, will provide for an orderly transition in primary pastoral leadership of our from the Supervising Pastor to you. While you are taking the Core Courses, our church council will incrementally decrease the Supervising Pastor's general oversight over congregational life, preaching duties and time spent on your supervision. The Lay Committee will continue to meet with you monthly and the Supervising Pastor at intervals that both of you agree upon. Prior to the end of each yearly term of this call, the Supervising Pastor and the Lay Committee shall complete an evaluation of your ministry during the relevant year on a form provided by CALC. The evaluations have to be discussed with you and signed by you and the Supervising Pastor and the chair of the Lay Committee. These evaluations must be submitted in early December of each year so that our church council is able to approve these evaluations before December 31<sup>st</sup> of the relevant year.
7. **Part-Time Call:** This call is a half-time call. You will be expected to serve 24 hours each calendar week of the term of this call. The 24 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 24 hours in a calendar week, you may serve fewer hours the next week. 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.
8. **Other Employment.** We acknowledge that you are gainfully employed and must devote a substantial amount of your time each week to your secular employment. We further acknowledge that you will make every effort to find a balance between your call hereunder and your secular employment. If your secular employment makes it difficult to devote 24 hours to ministry in our parish in any week, then the hours missed may be made up in subsequent weeks.
9. **Special Terms of this Call While Core Courses are Being Taken.**
- a. The term of this call shall initially be for successive or consecutive one year terms. The first one year term shall commence July 1, 2020 and end June 30, 2021. The call shall automatically renew, without further notice, for another one year term, provided that, before the end of any one year term hereunder, the conditions specified in paragraph (b) below have been satisfied.
  - b. Prior to June 30<sup>th</sup> of any one year term hereunder: (1) you have taken and passed a Core Course in the Fall semester and a Core Course in the Winter semester of the subject one year term; (2) the Lay Committee and the Supervising Pastor have delivered to the Congregational Council a mid-year evaluation on or before December 31<sup>st</sup> of the subject one year term and a final evaluation by June 30<sup>th</sup> of the subject one year term; and (3) the mid-year and final evaluation for the subject one year term submitted by both the Supervising Pastor and the Lay Committee recommends that the Candidate continue as the Pastor-in-Training in under the terms of his/her letter of call.
  - c. Church council may vote to terminate this letter of call if at the end of any one year term hereunder you: (1) fail to take and pass a Core Course in either or both the Fall and Winter Semester required to be taken, without the written consent of the Congregational Council; and/or (2) either the Lay Committee or the Supervising Pastor delivers to the Congregational Council a final evaluation by June 30<sup>th</sup> of the subject one year term that recommends that you not continue as the Pastor-in-Training in under the terms of his/her letter of call. Congregational Council may terminate this letter of call any time after the end of the subject one year term. The call shall be terminated 30 days after you receive notice of the termination.
  - d. Following your completion of the Core Courses and the positive evaluation of your ministry by the Supervising Pastor and the Lay Committee as set forth in paragraph (b) above this call shall become an open ended call to you as our Pastor without any further supervision of the Supervising Pastor or the Lay Committee.
10. **Termination of this call ...**
- Option #1:** This call may 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 (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 Schedule C.

**11. 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.

**12. 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>
--	---

**13. Laws:** This call letter shall be subject to the laws of the province of \_\_\_\_\_.

**14.** 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.

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

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

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

I accept this call:

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

\_\_\_\_\_  
Pastor-in-Training

## Schedule A – ILT’s Pastoral Ministry Certificate – Required Courses

**BT 101: *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.

**DT 101: *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 201: *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.

**BT 201: *Old Testament Theology and History*** (3 Credits) This course introduces the Old Testament, giving careful consideration to matters of interpretation and examining theologically the Torah, the Writings, and the Prophets. Old Testament stories are seen against the backdrop of God’s law and gospel.

**BT 202: *New Testament Theology and History*** (3 Credits) This course introduces the New Testament, giving careful consideration to matters of interpretation and examining theologically the Synoptic Gospels, John, Acts, the Pauline Epistles, the Pastoral Epistles, and the Book of Revelation.

**DT 201: *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.

**HT 101: *The History of the Christian Church to 1500*** (3 Credits) This course examines the development of the Christian Church and doctrine from Christian origins in the first century to the “harvest of medieval theology” in the work of Gabriel Biel. Special attention is given to the ecumenical councils of the church and the development and repudiation of the classical heresies. Emphasis is placed upon the relevance of church history for Christian proclamation.

**HT 102: *The History of the Christian Church 1500 to Present*** (3 Credits) This course examines the development of the Christian Church and doctrine in the reformations of the sixteenth century, the Catholic counter-reformation, the rise of Protestant orthodoxies and pietism, the Enlightenment, and nineteenth and twentieth century theological development. Emphasis is placed upon the relevance of church history for Christian proclamation.

**PT 101: *Lutheran Worship*** (3 Credits) This course examines the components of Lutheran corporate worship. Students study the theological foundations of worship by examining selected historical and contemporary worship forms. Contemporary issues impacting worship are also investigated with the purpose of better understanding the presence of God in His Word and Sacrament.

**PT 102: *Pastoral Theology and Counseling*** (3 Credits) This course investigates the relationship between the office of pastor, the content of historical faith, and concrete issues arising within a context of pastoral counseling. Emphasis is placed upon the methodological and hermeneutical priority of the law/gospel approach within a context of Seelensorge (care of souls).

**PT 203: *Christian Apologetics*** (3 Credits) This course is a survey of the nature, objectives and importance of Christian apologetics in contemporary culture with particular emphasis on the application of Christian education and Evangelism.

**DT 202: *Systematic Theology*** (3 Credits) This course explores from a Trinitarian perspective the traditional topics of theology: God, creation, fall, human beings, sin, Christ, justification, atonement, regeneration, Holy Spirit, sanctification, Church, sacraments, eschatology, and vocation.

## Schedule B – Goals for Development of Pastoral Skills

The goal of the Pastor-in Training component of the PMC is to encourage, nurture, and develop your skills and abilities in the following critically essential areas of Pastoral Ministry.

**Preaching:** You grow into an apt, engaging and inspiring preacher. Your preaching rightly distinguishes between the Law and the Gospel in the subject text and reflects the theology of the cross. Your proclamation reflect adequate exegetical preparation and be delivered in an appropriate and effective way.

**Worship Leadership:** You grow into an apt, engaging and inspiring worship leader. You 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). You 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. You should be thoroughly familiar with the Church Year or Liturgical Year and how to conduct services during Advent, Christmas, Epiphany, Lent, Easter, Pentecost, the Sundays After Pentecost through to Christ the King Sunday.

**Teaching:** You grow into an apt, engaging and inspiring teacher. You should be able to conduct adult and youth Bible study and Christian education classes, Confirmation classes. Your teaching should be undergirded by the Theology of the Cross.

**Pastoral Care:** You grow into an apt and gentle shepherd of the flock God has entrusted to you. 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 visiting congregational members.

**Evangelism Outreach:** You grow into an apt and effective evangelist and spokesperson for our congregation. You grow in the ability to coordinate the efforts of the members for evangelism and outreach into the community surrounding our congregation and beyond.

**Administration:** You grow into 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.

**Development of a Lutheran Identity.** You grow in your Lutheran Identity. To be Lutheran is to be: Scriptural and Confessional: We in CALC confess the Holy Scriptures of the Old and New Testaments as the inspired and inerrant Word of God and the only source and norm of its doctrine, life and service, and see in the Ecumenical Creeds and in the Lutheran Confessions a pure exposition of the Word of God. Sacramental: We live our lives together in the communion of the Church. We center our worship of the Triune God in the proclamation of the Word of God, both law and gospel, and in the sacraments of Holy Communion and Holy Baptism. Evangelical: We proclaim the “good news” of Christ’s life, his death on the cross, and his resurrection. Together we witness that, despite our sins, we are forgiven, saved and justified by God’s grace for Christ’s sake through faith alone. Our mission is found in Christ’s Great Commission: His call to us to be His disciples and make others His disciples.

## Schedule C 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 Pastor'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.

**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.



# Canadian Association of Lutheran Congregations

## Appendix 5 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 (CALC)

C/O: Grace Lutheran Church  
 1162 Hudson Road  
 West Kelowna, British Columbia, V1Z 1J3  
 Office: (250) 769-5685 - Fax: (250) 769-5691 – Cell: (250) 801-3860  
 E-mail: [ed.skutshek@gracelutheranelowna.com](mailto:ed.skutshek@gracelutheranelowna.com)

## Appendix 6

### Pathway to Pastoral Ministry: Pastoral Ministry Certificate (PMC) Evaluation of Pastor-in-Training’s Progress Submitted by the Lay Committee

The Candidate:	
Congregation Name & Address:	
Lay Committee Members:	
Supervising Pastor:	
Covers the Period From:	
Dated:	

#### Introduction/Instructions.

As Pastor-in-Training (PT) under the PMC Program offered by the Institute of Lutheran Theology (ILT), the Candidate is given an opportunity to actively engage in the simultaneous study for the pastoral ministry and the practice ministry in a structured supervised parish setting. He/she will be given the opportunity to preach, teach, lead worship and provide pastoral care under the supervision of a seasoned pastor. The goal of the Pastor-in Training component of the PMC is to encourage, nurture, hone and develop your aptitude and proficiency in the following critically essential areas of pastoral ministry: Preaching; Worship Leadership; Teaching; Pastoral Care; Evangelism & Outreach; and Administration.

The Candidate’s letter of call provides for the appointment of a Supervising Pastor and a Lay Committee. The Supervising Pastor and the Lay Committee are asked to measure and evaluate the Candidate’s progress in the ongoing development of his skills and abilities in these areas of ministry. As the Candidate gains knowledge and experience, and his pastoral skills mature, he/she will be given greater independence in ministering in the calling congregation.

**Supervising Pastor:** Congregational council has called Pastor \_\_\_\_\_, to a part-time interim ministry (\_\_\_\_ hours per week) to be the Candidate’s Supervising Pastor. The Supervising Pastor will have general oversight over ministry and congregational life. The purpose of the Supervising Pastor’s oversight and mentorship is to help the Candidate to integrate academic learning into day-to-day ministry, provide guidance in sermon preparation, worship leadership, the administration of Sacraments, time management and provide practical advice and counsel with respect to the provision of pastoral care and parish administration. The Supervising Pastor will also be engaged in the general evaluation of The Candidate’s ministry and his personal and professional growth through periodic meetings (in person and over the telephone) and through written, in-depth periodic evaluations. The Supervising Pastor should discuss their periodic evaluations with the Candidate and both must sign each such evaluation prior to its submission to our church council and to CALC.

**Lay Committee:** The Lay Committee’s purpose is to provide The Candidate with feedback, encouragement and guidance with respect to his worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The Lay Committee participates in evaluating the Candidate’s ministry and growth through feedback in scheduled monthly meetings with him as well as by completing periodic written evaluations. The Lay Committee’s periodic evaluations will be discussed with \_\_\_\_\_ and must be signed by the Candidate and the members of the Lay Committee prior to submission of any evaluation to the congregational council and CALC.

**Candidate’s Learning Goals:** The Supervising Pastor and the Lay Committee are called by the congregation to assess whether The Candidate has made progress towards the achievement of the goals for pastoral ministry as described in his letter of call. The goals listed in his letter of call are as follows:

**Preaching:** The Candidate grow into an apt, engaging and inspiring preacher. His preaching rightly distinguishes between the Law and the Gospel in the subject text and reflects the theology of the cross. His proclamation reflect adequate exegetical preparation and be delivered in an appropriate and effective way.



**Worship Leadership:** The Candidate grow into an apt, engaging and inspiring worship leader, 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 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 should be thoroughly familiar with the Church Year or Liturgical Year and how to conduct services during Advent, Christmas, Epiphany, Lent, Easter, Pentecost, the Sundays After Pentecost through to Christ the King Sunday.

**Teaching:** The Candidate grow into an apt, engaging and inspiring teacher. He should be able to conduct adult and youth Bible study and Christian education classes, Confirmation classes. His teaching should be undergirded by the Theology of the Cross.

**Pastoral Care:** The Candidate grow into an apt and gentle shepherd of the flock God has entrusted to him. Shepherding involves protection, tending to needs, strengthening the weak, encouragement, feeding the flock, making provision, shielding, refreshing, restoring, and leading by example, all aimed at moving people on in their walk of faith. 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 visiting congregational members.

**Evangelism Outreach:** The Candidate grow into an apt and effective evangelist and spokesperson for your congregation. He grow in the ability to coordinate the efforts of the members for evangelism and outreach into the community surrounding our congregation and beyond.

**Administration:** The Candidate grow into 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.

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

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

Preaching and teaching are very much part of the practice of pastoral ministry. Is the candidate able to communicate effectively from the pulpit and/or in the classroom? Does the candidate demonstrate an interest in improving these areas? The congregation can examine these qualities in a live situation or have the candidate send a recording of a sermon or teaching session.

Another aspect of the practice of ministry is leadership. If the congregation expects leadership, then leadership ought to be part of the discussion. Prior to the discussion, the congregation must determine the type of leader it seeks, for example: an administrator, a shepherd of souls, a facilitator who empowers others, a preacher, teacher, etc.

The candidate should be able to describe his/her work and study habits for an average day or an average week. The congregation might ask the candidate how he or she might divide time, between work and home.

The council and/or call committee is heartily encouraged and admonished to look up and discuss the following Scriptural references: **Theology:** Ephesians 6:10-18, Hebrews 4:12, I Peter 1:22-23, II Timothy 4:3. **Morality:** Romans 6, Philippians 1:27, Colossians 1:9-14, I Timothy 3:1-10, Ephesians 4:25- 27. **Faith:** Romans 10:8-10 & 17, I Corinthians 13:13, II Corinthians 8:7, Colossians 1:1-6, James 2:14-17. **Practice:** II Corinthians 5:18, II Timothy 4:3-5, Ephesians 4:25-27, Matthew 5:33-37, Matthew 20:25-28, Mark 6:31, Philippians 2:1-11.

**Areas of Assessment:** The Lay Committee will be asked to make a detailed assessment in the following areas: (1) worship leadership; (2) Teaching and leading children, Confirmation classes, and youth; (3) teaching adult Christian education; (4) parish administration; and (5) personal and professional development.

**Commitments Required From Committee Members:**

Members of the committee are called to be consistent in their attendance at worship during the period of time which is the subject of any committee evaluation so that the Candidate's progress in preaching and worship leadership (including instruction given to children) can be assessed and stated with integrity and candor.

The candidate may be called upon to represent the congregation in public, including care home chapel services, and/or community festivities and services around major holidays (including, public/private school graduations, Thanksgiving, Remembrance Day, Christmas, or Easter). If the Candidate is asked to take a leadership role in planning and leading a special congregational event (Fall Supper, Men's fellowship breakfast, or special community outreach event) please make every effort to attend the event so that the Candidate's leadership may be evaluated.

At least two committee members should attend each such event so that the Candidate's participation may be considered as a part of his/her overall assessment.

Committee members should also attend adult Christian education classes given by the Candidate so that progress in this critical area of ministry can be observed and evaluated.

One or more committee members should observe the Candidate as he/she leads Confirmation classes and Youth Group together with any instruction of children which occurs outside worship so that the candidate's progress can be assessed in these areas of ministry.

The assessment of the Candidate's participation in church council meetings will fall primarily on the shoulders of the member of the committee who sits on the congregational council. However, other committee members should periodically attend council meetings so that the assessment of the Candidate's participation in the church council's business is witnessed and assessed by more than one witness.

Assessment of the Candidate's interactions with the congregation's staff, or the congregation's various committees should be based on a face-to-face interview with each staff member, and the chairperson of each such committee. At least two of the committee members present for each such interview. Your church may not have paid staff. However, you will most certainly have volunteers who work in the church office and provide janitorial and other services. The Candidate's interaction with these volunteers could be evaluated.

**Instructions for Preparation of the Evaluation Form:**

**Sections of the Form the Committee Fills Out.** Please only fill out the sections of the form that are applicable to your congregation and are a regular part of the ministry of the Candidate. By way of example, if a Children's sermon is not a regular part of the Sunday service simply do not fill out that section.

**Committee Consensus.** The members of the Lay Committee must submit one completed evaluation for each evaluation period as provided in the Candidate's letter of call. Each evaluation form must be signed by all the members of the Committee.

**Filling Out This Form and Developing Consensus.** This evaluation form could be filled out in several ways:

- (a) The committee could meet as a group, discuss each question, and come to a consensus answer for each of the this form's questions.
- (b) Committee members could each fill out this form separately, then come together, compare answers and work out a consensus answer to each of the form's questions.

**Meeting With the Candidate/Amendment to the Form:** After you have completed the form, please schedule a meeting with the Candidate and go over the evaluation with them. The discussions which arise during the meeting with the Candidate may prompt the Lay Committee to desire to amend their evaluation as set forth in one of more sections of an evaluation form. The Lay Committee is free to amend the contents of an evaluation form if all members of the Lay Committee agree to the amendment. The form may be amended in writing and each amendment attested to by the initials of each committee member or a new amended form may be produced and signed by the Lay Committee and the Candidate.

**Candidate's Signature.** The Candidate's signature on the form does not constitute acceptance of the Lay Committee's evaluation; rather, it merely affirms that he/she has read the evaluation and gone over the evaluation with the Candidate.

**Candidate's Objections.** If the Candidate objects to any portion of any evaluation prepared and signed by the Lay Committee, the Candidate may state his/her objections to specific portions of said evaluation form in writing. The Candidate's objections will be attached to the evaluation form and will be considered by the Congregational Council and CALC.

**Candidate's Non-Cooperation.** If the Candidate: (a) fails to meet with the Lay Committee to discuss a written evaluation prior to the due date for the evaluation; or (b) has met with the Lay Committee and gone over the evaluation form and fails

to sign the evaluation and fails to file written response to any portions of an evaluation form that the Candidate objected to prior to the due date for the evaluation the committee shall inform the Congregational Council and CALC in writing within 14 days of the due date for the evaluation.

**Summary of the Lay Committee's Evaluation**

In the past six months the Candidate:	Agree	Disagree
• Has made progress in becoming a proficient preacher.		
• Has made progress in becoming a proficient worship leader.		
• Has shown an aptitude for and growing proficiency as a leader in church life, including at church council and committee meetings.		
• Has shown an ability to work with his Supervising Pastor		
• Has shown an ability to work with church staff		
• Has shown an aptitude and growing proficiency in teaching and working with youth.		
• Has shown an aptitude and growing proficiency in teaching and working with children		
• Has shown an aptitude and growing proficiency in leading adult Christian Education		
• He has shown and aptitude and growing proficiency in planning events and coordinating volunteers.		

The Lay Committee recommends that progress should be made in the following areas in the next six months:

The Lay Committee \_\_\_\_\_ recommends \_\_\_\_\_ does not recommend that \_\_\_\_\_ continue as the Pastor-in-Training in under the terms of his/her letter of call.

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

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

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

I have read the Lay Committee's evaluation and discussed it with the Committee Members.

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

\_\_\_\_\_, Pastor-in-Training

## A. Preaching:

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate was able to get and hold my attention during their sermons.				
2. The sermons reflect that the Candidate was organized and prepared and had spent an adequate amount of time in study and reflection on the texts or topic preached on.				
3. The sermons were structured so that the Candidate's train of thought was easy to follow.				
4. The illustrations used in the sermons were effective, that is, they drove home the point that the Candidate was trying to make.				
5. The Candidate used humor effectively in the sermons.				
6. Transitions in the sermons, from one topic to another, or from an illustration to teaching on the illustration, were smooth and easy to follow.				
7. The Candidate's preaching convinced me that I was a sinner in need of repentance .				
8. I experienced a clear call to repentance, that is, to turn from my sin, in the Candidate's preaching.				
9. The Candidate preached the good news that Jesus forgives the repentant sinner and offers new life and a new start				
10. Jesus Christ was central to the Candidate's preaching.				
11. The Candidate's preaching reflected a love for and respect for God's word.				
12. The Candidate established a connection with me during the sermons				
13. The Candidate was a poised speaker. (Was composed and confident)				
14. The Candidate's posture was good.				
15. The Candidate's sermon delivery, including stance and body language was effective.				
16. The Candidate made effective eye contact during the sermons.				
17. The Candidate was effective in conveying his/her thoughts or feelings.				
18. The volume of the Candidate's voice was appropriate during sermons.				
19. The Candidate's voice was clear and the words used were annunciated clearly and accurately.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

## B. Worship Leadership

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate is an effective worship leader. He/she commanded and held my attention.				
2. The Candidate's posture was good.				
3. The Candidate was poised, that is, was composed and confident.				
4. The Candidate appeared organized, that is, was prepared to lead and had thought about what he/she was going to say and do beforehand.				
5. The Candidate seemed familiar with the flow of the Liturgy.				
6. The Candidate seemed sure of his/her part in the service.				
7. The Candidate was accurate in his reading and recitation of the liturgy.				
8. The Candidate made effective eye contact while leading worship.				
9. The volume of the Candidate's voice was appropriate.				
10. The Candidate's voice was clear and words were annunciated clearly and accurately.				
11. The Candidate was appropriately dressed and groomed.				
12. The Candidate's delivery, including stance and body language was effective.				
13. The Candidate was sure of his role in the rite of Holy Communion and presided or assisted with confidence.				
14. The Candidate was sure of his role in the rite of Baptism and presided or assisted with confidence.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

## C. Teaching Children

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate was able to get and hold the children's attention during the time with them.				
2. The Candidate's message to the children was organized and reflected adequate preparation.				
3. The Candidate's message to the children was easy to follow.				
4. The Candidate's illustrations were effective, that is, they drove home the point he/she wished to make.				
5. The Candidate's use of humor was effectively in the messages to the children.				

---

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

## D. Teaching Youth - Confirmation

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate was an engaging teacher, that is, held the Confirmands' attention.				
2. The structure, content and delivery of the Candidate's confirmation instruction reflected that he/she was organized and prepared and had spent an adequate amount of time in study and reflection on his/her teaching.				
3. The Candidate effectively used the materials which are utilized in our congregation's Confirmation program.				
4. The illustrations used in confirmation instruction were effective, that is, they drove home the point the Candidate wished to make.				
5. The Candidate used humor effectively in Confirmation instruction.				
6. The Candidate was able to maintain control of the class				
7. The Candidate appropriately exercised discipline in the class. Give examples.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

## E. Youth Group

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate is an engaging leader, that is, commanded and held the youth's attention				
2. The structure and content of the Candidate's sessions with the youth group reflect that he/she was organized and prepared and had spent an adequate amount of time in study and reflection on these sessions of the youth group.				
3. The Candidate established a good connection with the youth in the group.				
4. The illustrations used in instructing the youth were effective, that is, they drove home the point the Candidate wished to make.				
5. The Candidate used humor effectively in his interactions with the youth.				
6. The Candidate was able to maintain control of the meeting.				
7. The Candidate appropriately exercised discipline in the class. Give examples.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.



## F. Adult Christian Education.

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate was an engaging teacher, that is, held the attention of those in the adult Christian education class.				
2. The structure, content and delivery of instruction revealed that the Candidate was organized and prepared and had spent an adequate amount of time in study and reflection on the subject being taught.				
3. The Candidate used the adult Christian education materials effectively.				
4. The illustrations used in his instruction were effective, that is, they drove home the point the Candidate wished to make.				
5. The Candidate used humor effectively in the instruction.				
6. The Candidate was able to establish a good connection with the people in the class.				
7. The Candidate was able to tactfully respond to questions asked by the members of the class. Give examples.				
8. The Candidate was able to tactfully mediate spirited exchanges brought on by conflicting opinions held by group members concerning the materials studied. Give examples.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.



4. Did the Candidate attend Committee meetings?

(a) Was the Candidate asked by the committee chair to lead devotions or prayers during committee meetings? Please evaluate the Candidate's participation

(b) Did the Candidate make meaningful contributions to the committees' discussions and deliberations? Please share an example of a contribution made.

## H. Personal & Professional Development.

1. Does the Candidate appear to be able to balance study, parish work and family life?

2. Does the Candidate appear rested and relaxed most of the time?



6. Please list areas you believe there is a need for further growth and development on the Candidate's part.

7. Describe and assess the Candidate's use of time and commitment to the tasks of ministry.

8. Describe and assess the Candidate's skills as a leader.

9. Please comment on the Candidate's:

(a) Personality:

(b) Sense of Humor:

(c) Tact/diplomacy:

(d) Manner and personal appearance.

(e) Cooperativeness:

(f) Enthusiasm.

10. Please comment on the Candidate's ability to work with:

(a) Children:

(b) Youth:

(c) Adults:

(d) The Elderly:

11. Please use this section for additional comments:



# Canadian Association of Lutheran Congregations (CALC)

C/O: Grace Lutheran Church  
 1162 Hudson Road  
 West Kelowna, British Columbia, V1Z 1J3  
 Office: (250) 769-5685 - Fax: (250) 769-5691 – Cell: (250) 801-3860  
 E-mail: president@calc.ca

## Appendix 7

### Pathway to Pastoral Ministry: Pastoral Ministry Certificate (PMC)

#### Evaluation of Pastor-in-Training's Progress

#### Submitted by the Supervising Pastor

The Candidate:	
Congregation Name & Address:	
Lay Committee Members:	
Supervising Pastor:	
Covers the Period From:	
Dated:	

#### Introduction/Instructions.

As Pastor-in-Training (PT) under the PMC Program offered by the Institute of Lutheran Theology (ILT), the Candidate is given an opportunity to actively engage in the simultaneous study for the pastoral ministry and the practice ministry in a structured supervised parish setting. He/she will be given the opportunity to preach, teach, lead worship and provide pastoral care under the supervision of a seasoned pastor. The goal of the Pastor-in-Training component of the PMC is to encourage, nurture, hone and develop your aptitude and proficiency in the following critically essential areas of pastoral ministry: Preaching; Worship Leadership; Teaching; Pastoral Care; Evangelism & Outreach; and Administration.

The Candidate's letter of call provides for the appointment of a Supervising Pastor and a Lay Committee. The Supervising Pastor and the Lay Committee are asked to measure and evaluate the Candidate's progress in the ongoing development of his skills and abilities in these areas of ministry. As the Candidate gains knowledge and experience, and his pastoral skills mature, he/she will be given greater independence in ministering in the calling congregation.

**Supervising Pastor:** Congregational council has called you to a part-time interim ministry to be the Candidate's Supervising Pastor. As the Supervising Pastor you have general oversight over ministry and congregational life. The purpose of the oversight and mentorship is to help the Candidate to integrate academic learning into day-to-day ministry, provide guidance in sermon preparation, worship leadership, the administration of Sacraments, time management and provide practical advice and counsel with respect to the provision of pastoral care and parish administration. As Supervising Pastor you will also be engaged in the general evaluation of the Candidate's ministry and his/her personal and professional growth through periodic meetings (in person and over the telephone) and through written, in-depth periodic evaluations. As Supervising Pastor you should discuss your periodic evaluations with the Candidate and both of you must sign each such evaluation prior to its submission to the congregation council and to CALC.

**Lay Committee:** The Lay Committee's purpose is to provide The Candidate with feedback, encouragement and guidance with respect to his worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The Lay Committee participates in evaluating the Candidate's ministry and growth through feedback in scheduled monthly meetings with him as well as by completing periodic written evaluations. The Lay Committee's periodic evaluations will be discussed with and must be signed by the Candidate and the members of the Lay Committee prior to submission of any evaluation to the congregational council and CALC.

**Candidate's Learning Goals:** The Supervising Pastor and the Lay Committee are called by the congregation to assess whether The Candidate has made progress towards the achievement of the goals for pastoral ministry as described in his letter of call. The goals listed in his letter of call are as follows:

**Preaching:** The Candidate grow into an apt, engaging and inspiring preacher. His preaching rightly distinguishes between the Law and the Gospel in the subject text and reflects the theology of the cross. His proclamation reflect adequate exegetical preparation and be delivered in an appropriate and effective way.



**Worship Leadership:** The Candidate grow into an apt, engaging and inspiring worship leader, 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 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 should be thoroughly familiar with the Church Year or Liturgical Year and how to conduct services during Advent, Christmas, Epiphany, Lent, Easter, Pentecost, the Sundays After Pentecost through to Christ the King Sunday.

**Teaching:** The Candidate grow into an apt, engaging and inspiring teacher. He should be able to conduct adult and youth Bible study and Christian education classes, Confirmation classes. His teaching should be undergirded by the Theology of the Cross.

**Pastoral Care:** The Candidate grow into an apt and gentle shepherd of the flock God has entrusted to him. Shepherding involves protection, tending to needs, strengthening the weak, encouragement, feeding the flock, making provision, shielding, refreshing, restoring, and leading by example, all aimed at moving people on in their walk of faith. 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 visiting congregational members.

**Evangelism Outreach:** The Candidate grow into an apt and effective evangelist and spokesperson for your congregation. He grow in the ability to coordinate the efforts of the members for evangelism and outreach into the community surrounding our congregation and beyond.

**Administration:** The Candidate grow into 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.

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

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

Preaching and teaching are very much part of the practice of pastoral ministry. Is the candidate able to communicate effectively from the pulpit and/or in the classroom? Does the candidate demonstrate an interest in improving these areas? The congregation can examine these qualities in a live situation or have the candidate send a recording of a sermon or teaching session.

Another aspect of the practice of ministry is leadership. If the congregation expects leadership, then leadership ought to be part of the discussion. Prior to the discussion, the congregation must determine the type of leader it seeks, for example: an administrator, a shepherd of souls, a facilitator who empowers others, a preacher, teacher, etc.

The candidate should be able to describe his/her work and study habits for an average day or an average week. The congregation might ask the candidate how he or she might divide time, between work and home.

The council and/or call committee is heartily encouraged and admonished to look up and discuss the following Scriptural references:

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

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

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

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

**Areas of Assessment:** The Supervising Pastor will be asked to make a detailed assessment in the following areas: (1) worship leadership; (2) Teaching and leading children, Confirmation classes, and youth; (3) teaching adult Christian education; (4) parish administration; (5) visitation of congregants and the shut-in; and (6) personal and professional development.

**Commitments Required From the Supervising Pastor:**

As Supervising Pastor you are called to attend worship during the period of time which is the subject of any evaluation so that the Candidate's progress in preaching and worship leadership (including instruction given to children) can be assessed and stated with integrity and candor.

The candidate may be called upon to represent the congregation in public, including care home chapel services, and/or community festivities and services around major holidays (including, public/private school graduations, Thanksgiving, Remembrance Day, Christmas, or Easter). You should attend as many of such events as you are able so that the Candidate's participation may be considered as a part of his/her overall assessment.

If the Candidate is asked to take a leadership role in planning and leading a special congregational event (Fall Supper, Men's fellowship breakfast, or special community outreach event) please make every effort to attend the event so that the Candidate's leadership may be evaluated.

As Supervising Pastor you should also attend adult Christian education classes given by the Candidate so that progress in this critical area of ministry can be observed and evaluated.

As Supervising Pastor from time-to-time you should observe the Candidate as he/she leads Confirmation classes and Youth Group together with any instruction of children which occurs outside worship so that the candidate's progress can be assessed in these areas of ministry.

The assessment of the Candidate's participation in church council meetings will fall primarily on the shoulders of the member of the Lay Committee who sits on the congregational council. However, as Supervising Pastor you should periodically attend council meetings so that the assessment of the Candidate's participation in the church council's business is witnessed and assessed by more than one witness.

Assessment of the Candidate's interactions with the congregation's staff, or the congregation's various committees should be based on a face-to-face interview with each staff member, and the chairperson of each such committee. The church may not have paid staff. However, you will most certainly have volunteers who work in the church office and provide janitorial and other services. The Candidate's interaction with these volunteers should be evaluated and the volunteers interviewed.

**Instructions for Preparation of the Evaluation Form:**

**Sections of the Form the Committee Fills Out.** Please only fill out the sections of the form that are applicable to the congregation and are a regular part of the ministry of the Candidate. By way of example, if a Children's sermon is not a regular part of the Sunday service simply do not fill out that section.

**Meeting With the Candidate/Amendment to the Form:** After you have completed the form, please schedule a meeting with the Candidate and go over the evaluation with them. The discussions which arise during the meeting with the Candidate may prompt you to desire to amend your evaluation as set forth in one of more sections of an evaluation form. As Supervising Pastor you are free to amend the contents of an evaluation form. The form may be amended in writing and each amendment attested to by your initials or an amended form may be produced and signed by you and the Candidate.

**Candidate's Signature.** The Candidate's signature on the form does not constitute acceptance of the Supervising Pastor's evaluation; rather, it merely affirms that he/she has read the evaluation and gone over the evaluation with you.

**Candidate's Objections.** If the Candidate objects to any portion of any evaluation prepared and signed by you, the Candidate may state his/her objections to specific portions of said evaluation form in writing. The Candidate's objections will be attached to the evaluation form and will be considered by the Congregational Council and CALC.

**Candidate's Non-Cooperation.** If, prior to the due date for any evaluation form the Candidate: (a) fails to meet with you as Supervising Pastor to discuss a written evaluation prior to the due date for the evaluation; or (b) has met with you and gone over the evaluation form and fails to sign the evaluation and/or fails to file written response to any portions of an evaluation form that the Candidate objected you shall inform the Congregational Council and CALC in writing within 14 days of the due date for said evaluation.

Summary of the Supervising Pastor's Evaluation

In the past six months the Candidate:	Agree	Disagree
Has made progress in becoming a proficient preacher.		
Has made progress in becoming a proficient worship leader.		
Has shown an aptitude for and growing proficiency as a leader in church life, including at church council and committee meetings.		
Has shown an ability to work with his Supervising Pastor		
Has shown an ability to work with church staff		
Has shown an aptitude and growing proficiency in teaching and working with youth.		
Has shown an aptitude and growing proficiency in teaching and working with children		
Has shown an aptitude and growing proficiency in leading adult Christian Education		
He has shown an aptitude and growing proficiency in planning events and coordinating volunteers.		
Has shown an aptitude and a growing proficiency in visiting congregants and the shut-ins.		

The Supervising Pastor recommends that progress should be made in the following areas in the next six months:

As Supervising Pastor I: \_\_\_\_\_ recommend \_\_\_\_\_ do not recommend that \_\_\_\_\_ continue as the Pastor-in-Training in under the terms of his/her letter of call.

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

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

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

I have read the Supervising Pastor's evaluation and discussed it with him/her.

Dated: \_\_\_\_\_  
\_\_\_\_\_, Pastor-in-Training

## A. Preaching:

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate was able to get and hold my attention during their sermons.				
2. The sermons reflect that the Candidate was organized and prepared and had spent an adequate amount of time in study and reflection on the texts or topic preached on.				
3. The sermons were structured so that the Candidate's train of thought was easy to follow.				
4. The illustrations used in the sermons were effective, that is, they drove home the point that the Candidate was trying to make.				
5. The Candidate used humor effectively in the sermons.				
6. Transitions in the sermons, from one topic to another, or from an illustration to teaching on the illustration, were smooth and easy to follow.				
7. The Candidate's preaching convinced me that I was a sinner in need of repentance .				
8. I experienced a clear call to repentance, that is, to turn from my sin, in the Candidate's preaching.				
9. The Candidate preached the good news that Jesus forgives the repentant sinner and offers new life and a new start				
10. Jesus Christ was central to the Candidate's preaching.				
11. The Candidate's preaching reflected a love for and respect for God's word.				
12. The Candidate established a connection with me during the sermons				
13. The Candidate was a poised speaker. (Was composed and confident)				
14. The Candidate's posture was good.				
15. The Candidate's sermon delivery, including stance and body language was effective.				
16. The Candidate made effective eye contact during the sermons.				
17. The Candidate was effective in conveying his/her thoughts or feelings.				
18. The volume of the Candidate's voice was appropriate during sermons.				
19. The Candidate's voice was clear and the words used were annunciated clearly and accurately.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

## B. Worship Leadership

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate is an effective worship leader. He/she commanded and held my attention.				
2. The Candidate's posture was good.				
3. The Candidate was poised, that is, was composed and confident.				
4. The Candidate appeared organized, that is, was prepared to lead and had thought about what he/she was going to say and do beforehand.				
5. The Candidate seemed familiar with the flow of the Liturgy.				
6. The Candidate seemed sure of his/her part in the service.				
7. The Candidate was accurate in his reading and recitation of the liturgy.				
8. The Candidate made effective eye contact while leading worship.				
9. The volume of the Candidate's voice was appropriate.				
10. The Candidate's voice was clear and words were annunciated clearly and accurately.				
11. The Candidate was appropriately dressed and groomed.				
12. The Candidate's delivery, including stance and body language was effective.				
13. The Candidate was sure of his role in the rite of Holy Communion and presided or assisted with confidence.				
14. The Candidate was sure of his role in the rite of Baptism and presided or assisted with confidence.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

## C. Teaching Children

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate was able to get and hold the children's attention during the time with them.				
2. The Candidate's message to the children was organized and reflected adequate preparation.				
3. The Candidate's message to the children was easy to follow.				
4. The Candidate's illustrations were effective, that is, they drove home the point he/she wished to make.				
5. The Candidate's use of humor was effectively in the messages to the children.				

---

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

## D. Teaching Youth - Confirmation

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate was an engaging teacher, that is, held the Confirmands' attention.				
2. The structure, content and delivery of the Candidate's confirmation instruction reflected that he/she was organized and prepared and had spent an adequate amount of time in study and reflection on his/her teaching.				
3. The Candidate effectively used the materials which are utilized in our congregation's Confirmation program.				
4. The illustrations used in confirmation instruction were effective, that is, they drove home the point the Candidate wished to make.				
5. The Candidate used humor effectively in Confirmation instruction.				
6. The Candidate was able to maintain control of the class				
7. The Candidate appropriately exercised discipline in the class. Give examples.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

## E. Youth Group

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate is an engaging leader, that is, commanded and held the youth's attention				
2. The structure and content of the Candidate's sessions with the youth group reflect that he/she was organized and prepared and had spent an adequate amount of time in study and reflection on these sessions of the youth group.				
3. The Candidate established a good connection with the youth in the group.				
4. The illustrations used in instructing the youth were effective, that is, they drove home the point the Candidate wished to make.				
5. The Candidate used humor effectively in his interactions with the youth.				
6. The Candidate was able to maintain control of the meeting.				
7. The Candidate appropriately exercised discipline in the class. Give examples.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.



## F. Adult Christian Education.

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate was an engaging teacher, that is, held the attention of those in the adult Christian education class.				
2. The structure, content and delivery of instruction revealed that the Candidate was organized and prepared and had spent an adequate amount of time in study and reflection on the subject being taught.				
3. The Candidate used the adult Christian education materials effectively.				
4. The illustrations used in his instruction were effective, that is, they drove home the point the Candidate wished to make.				
5. The Candidate used humor effectively in the instruction.				
6. The Candidate was able to establish a good connection with the people in the class.				
7. The Candidate was able to tactfully respond to questions asked by the members of the class. Give examples.				
8. The Candidate was able to tactfully mediate spirited exchanges brought on by conflicting opinions held by group members concerning the materials studied. Give examples.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.

## G. Visitation of Congregants and Shut-ins.

Rating scale:

4= I strongly agree	3 = I agree	2 = I somewhat agree	1 = I do not agree
---------------------	-------------	----------------------	--------------------

	4	3	2	1
1. The Candidate appeared comfortable and at ease during the visit.				
2. The Candidate was appropriately groomed and dressed.				
3. The Candidate showed genuine interest in the people he/she was visiting.				
4. The Candidate asked tactful questions of those he/she was visiting concerning family, career and background in order to get to know them.				
5. There was meaningful moment of prayer with those he/she was visiting.				
6. The Candidate was able to establish a good connection with those he/she was visiting.				
7. The Candidate was able to tactfully respond to questions asked of him/her by those he/she was visiting.				
8. The Candidate tactfully inquired about the connection those he/she was visiting with the church and about their walk of faith.				

Please provide any additional comments on any of the above statements in the space indicated below. Attach additional pages if your comments require additional space.



8. Did the Candidate attend Committee meetings?

(a) Was the Candidate asked by the committee chair to lead devotions or prayers during committee meetings? Please evaluate the Candidate's participation

(b) Did the Candidate make meaningful contributions to the committees' discussions and deliberations? Please share an example of a contribution made.

## I. Personal & Professional Development.

1. Does the Candidate appear to be able to balance study, parish work and family life?

2. Does the Candidate appear rested and relaxed most of the time?

3. Does the Candidate show abilities in the following areas:
  - (a) The ability to plan and organize events (other than worship & Bible study)? Please provide examples.
  
  
  
  
  
  
  
  
  
  
  - (b) The ability to play a leadership role the events planned? Please provide examples.
  
  
  
  
  
  
  
  
  
  
  - (c) The ability to delegate authority in organizing, planning and leading these events?
  
  
  
  
  
  
  
  
  
  
4. Please evaluate the present relationship between yourself as Supervising Pastor and the Candidate.
  
  
  
  
  
  
  
  
  
  
5. Please list areas you believe the Candidate excels.

6. Please list areas you believe there is a need for further growth and development on the Candidate's part.

7. Describe and assess the Candidate's use of time and commitment to the tasks of ministry.

8. Describe and assess the Candidate's skills as a leader.

9. Please comment on the Candidate's:

(a) Personality:

(b) Sense of Humor:

(c) Tact/diplomacy:

(d) Manner and personal appearance.

(e) Cooperativeness:

(f) Enthusiasm.

10. Please comment on the Candidate's ability to work with:

(a) Children:

(b) Youth:

(c) Adults:

(d) The Elderly:

(e) The Shut in

11. Please use this section for additional comments:





# Canadian Association of Lutheran Congregations

## Appendix 8 Salary Guidelines

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.



# Canadian Association of Lutheran Congregations

## Appendix 9 Pastoral Review Panel

### **Mandate:**

The Board of Elders shall appoint a Pastoral Review Panel (PRP) who shall: receive, review, and act on applications from a Member or Associate Member congregation of this Association to:

1. Interview and assist Member or Associate Member congregations of this Association with their process of calling a pastor.
2. Mentor seminary students and those students completing Pastoral training under any program administered by this Association;
3. Interview and assist seminary graduates and graduates of any Pastoral Training Program administered by this Association for call;
4. Interview and recommend to the Board of Elders and the National Council pastors considered by the Association for call to an extended ministry; and
5. Interview and recommend Pastors Emeriti to the Board of Elders and the National Council.

### **Make-up:**

#### **Permanent Members:**

The Pastoral Review Panel shall consist of five permanent members appointed by CALC's Board of Elders with each person represented on the panel having a specific role in the discussion based upon his/her defined job descriptions:

**Theological:** This person will pay particular interest to the doctrine and theology that guides this church body as expressed and taught in our constitution and through our theological training center.

**Relational:** This person should have expertise in the area of personal psychological and internal growth development including a keen interest in family and marriage

**CALC's Pastoral Personnel Director:** The first point of contact for a new candidate for ministry or a pastor being considered for call by a CALC congregation. This person provides input from both the host congregation and through interaction with the candidate during the application, discernment process (new candidate) and through yearly evaluations with the congregation and pastor during the training period (new candidate). This person will chair the individual meetings.

**Laity:** A lay member of CALC, not a member of the National Council or the host congregation, who has an interest in CALC's pastoral needs.

**National Council:** The National Council member takes particular interest in a candidate's view of CALC's constitution, position papers and vision within the context that he/she will serve as a pastor.

**Temporary Members:** The congregation requesting assistance from the PRP chooses one or two members of the congregation who will sit on the PRP. Congregational members are essential for the proper functioning of the PRP. Congregational representatives will provide valuable information on the candidate and will be active in the panel's discussions, deliberations and decisions. The candidate selects a mentor who will sit on the panel will provide valuable information on the candidate and will be active in the panel's discussions, deliberations and decisions.

**Members From Each Host Congregation:** One or two representatives of each congregation who has either called or is in support of a candidate must be present to support and encourage each candidate and to act as a liaison with the local congregation. In the case of a congregation supporting a candidate who is interested in entering ministry, one of the congregation's representatives is most likely to be the chairperson of the church council and the other a member of the congregation not on the church council. For a candidate being considered for a call, the representative is most likely to be the chair and another member of the congregation's Call Committee.

**Candidate's Mentor:** The traveling mentor represents the wider church in so far as this person becomes that one person who offers continued support, challenge and accountability to the candidate during the initial stages of his/he training and keeps them true to their commitments.

### **Meetings.**

A quorum for the transaction of business of the PRP shall be a majority of its members.

Meetings may be held in person with all members and the candidate being interviewed and assessed present with one another. Meetings can be held via: (a) teleconference or (b) an internet video conferencing platform, including ZOOM, Adobe Connect, Skype or Go To Meeting. Expenses for traveling, accommodations and meals incurred by members of the PRP will be reimbursed by CALC.

### **Function.**

Unlike a traditional colloquy body which is commonly understood to be involved in examining and certifying a candidate, the Pastoral Review Panel looks at each specific candidate and puts into place a specific pathway for an ordained pastor wanting to join CALC or a candidate wanting to enter into pastoral ministry – a pathway which is tailored to and takes into account past experiences, academic credentials and perceived needs. During the times that the PRP meets with the candidates, a conversation will take place in an open, honest and caring atmosphere. For a pastor-in-training, information gathered during the application process and time of discernment will be the starting point for discussion. If the pastor-in-training is meeting with the PRP at the end of his/her training, education transcripts, host congregation interview forms and traveling mentors' insights are expected to be provided as final submissions.

If a candidate has received his/her education from a non-Lutheran school or seminary, it is likely that the candidate after accepting a call by a congregation would be expected to take courses on Lutheran beliefs and teaching (most likely the three foundational courses). For a pastor being considered for a call by a CALC congregation, the PRP's primary function is to assist that congregation, where requested, in making a well-informed decision concerning the call of a Scripturally-grounded, solidly Lutheran pastor who will meet the congregation's pastoral needs. CALC's Pastoral Personnel Director will meet with the candidates following the PRP session, and will recommend and initiate a specific training, further education route.

### **Privacy & Non-Disclosure.**

Those serving on the PRP will receive much sensitive information concerning any candidate for pastoral ministry, including, but not limited to: (a) applications to the PRP for an interview or conversation; (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; (l) psychological reports and data; and (m) similar documents which disclose personal information about a candidate which is not public knowledge. Members of the PRP will likewise be a party to and overhear discussions between the candidate and the permanent and temporary members of the PRP.

The purpose of the PRP is to gain information concerning and insight into a candidate's qualifications and aptness for pastoral ministry in a CALC congregation and then to pass such information and insights on to the temporary members of the PRP so that they may pass such information on to the Church Council or any call committee of the Church Council (hereinafter individually and collectively the "Church Council"). CALC, and the PRP in particular, have a compelling need to maintain confidentiality in the process of performing their respective obligations in connection with assisting congregations in assessing a candidate for aptness for ministry in a CALC congregation. Each member of the PRP 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 PRP and about CALC as an organization. When the temporary members of the PRP report information on the relevant candidate for pastoral ministry to their Church Council, said Church Council would be in a position of special trust and confidence with access to confidential information concerning any candidate interviewed by the PRP and about CALC as an organization. By separate agreement, each member of the PRP and the Church Council receiving information from the PRP will agree as follows: each member of the PRP and Church Council, and each member thereof, will 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: (1) any applicant for assessment for aptness for pastoral ministry in a CALC congregation, (2) the PRP, (3) CALC or its operations, unless: (a) expressly authorized to do so in writing by the candidate for Pastoral ministry which is the subject of the confidential information; or (b) expressly ordered to do so by a court of law.

### **Pastor-in-Training Program and the PRP.**

A congregation calling a pastor-in-training (PIT) may utilize the services of the PRP. The PRP provides the candidate with feedback, encouragement and guidance with respect to his/her worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The PRP can assess the candidate's progress in the PIT program and aptness

in the critical areas of: preaching, teaching, worship leadership, administration, pastoral care and evangelism. The calling congregation should provide the permanent members of the PRP with an audio or video tape of one of the candidate's sermons each month. A video or audio recording of a Bible study class and/or confirmation class should be recorded each month these classes are offered. The PRP participates in evaluating the candidate's ministry and growth through feedback in scheduled bi-monthly meetings with the candidate as well as by completing periodic written evaluations. Evaluation form will be provided by CALC.