



Canadian Association of Lutheran Congregations

## Model Letter of Call for a Parish Pastor Trained By Another Denomination



# Canadian Association of Lutheran Congregations

## Letter of Call

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

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

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

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

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

### 1. That You...

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

### 2. That We...

- l) Receive you as our Pastor and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer.
- m) Promise you our faithful assistance in the work to which you are called.
- n) Support the work of our congregation and the Canadian Association of Lutheran Congregations.
- o) Pay you an annual salary in the amount of \$\_\_\_\_\_. Your salary will be reviewed annually.
- p) Pay your salary in twelve equal monthly installments, with each monthly installment to be paid as follows: a draw at midmonth and the balance at each month's end.
- q)  Option #1: Provide you a residence kept in good repair, including utilities.  
 Option #2: Pay you a housing allowance of \$\_\_\_\_\_. The allowance to be paid on the same basis as the monthly salary housing allowance to be reviewed annually.

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

**Other terms.**

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

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

- This call is a fulltime call.
- This is a \_\_\_\_\_-time call. You will be expected to serve a maximum of \_\_\_\_\_ (\_\_\_) hours each calendar week for the term of this call. You are expected to:  preach every Sunday of the month; or  \_\_\_\_\_ (\_\_\_) Sundays per month (the Sundays each month to be determined). The \_\_\_ hours shall include time spent on preparation for a sermon or Bible study. We recognize that there is an ebb and flow to parish life and some weeks may require you serve more than \_\_\_ hours per week contemplated by this agreement. If you serve more than \_\_\_ hours in a calendar week, you may serve fewer hours the next week or subsequent weeks. However, if parish life becomes exceedingly busy for a period of time, and it is impractical to take days off in subsequent weeks, you may receive additional compensation for service in excess of \_\_\_\_\_ hours in a week at the rate of \$\_\_\_\_\_ per hour of extra service.

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

- 5. You shall keep a record of your mileage, hours worked, visitation of the sick and shut ins. These shall be incorporated in your report to church council on a monthly basis.
- 6. You are an ex-officio member of Church Council by virtue of your service as our Pastor and you shall attend all Church Council meeting leading us in a short devotion and prayer and present a written report.

7. **Term of Call:**

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

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

8. **Term/Termination:**

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

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

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

9. **Notice:**

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

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

Correspondence should be sent to:

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

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

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

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

By: \_\_\_\_\_

Council Chair

I accept this call:

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

Pastor \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

**Voluntary Procedures on Termination:** The following provisions may apply if it is alleged that: (a) a pastor suffers from a physical or mental incapacity which severely impacts his/her ability to minister to his/her congregation; (b) a Pastor has neglected and continues to neglect his/her ministry; (c) a Diaconal Minister’s stress leave has lasted twelve months and is expected to continue for an indefinite period of time thereafter (“extended stress leave”); or (d) a Pastor is unable to

conduct the pastoral office satisfactorily in that parish in the view of local conditions, without reflection on the moral and spiritual character of the pastor. [88]

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

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

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

The AC will attempt to meet with the pastor, his/her spouse and/or his/her legal representative for the purpose of working toward an amicable solution, which may include: (a) the pastor's gradual return to work as suggested by the pastor's treating physician and/or disability carrier; and (b) the implementation workplace measures which may be taken to accommodate the pastor'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 pastor's length of service and the congregation's ability to pay shall be considered.

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

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

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

## Schedule A

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

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

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

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

#### **Congregational Freedom.**

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

#### **Congregational Responsibilities:**

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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