

Call Process



SC SYNOD



A Healthy Exit

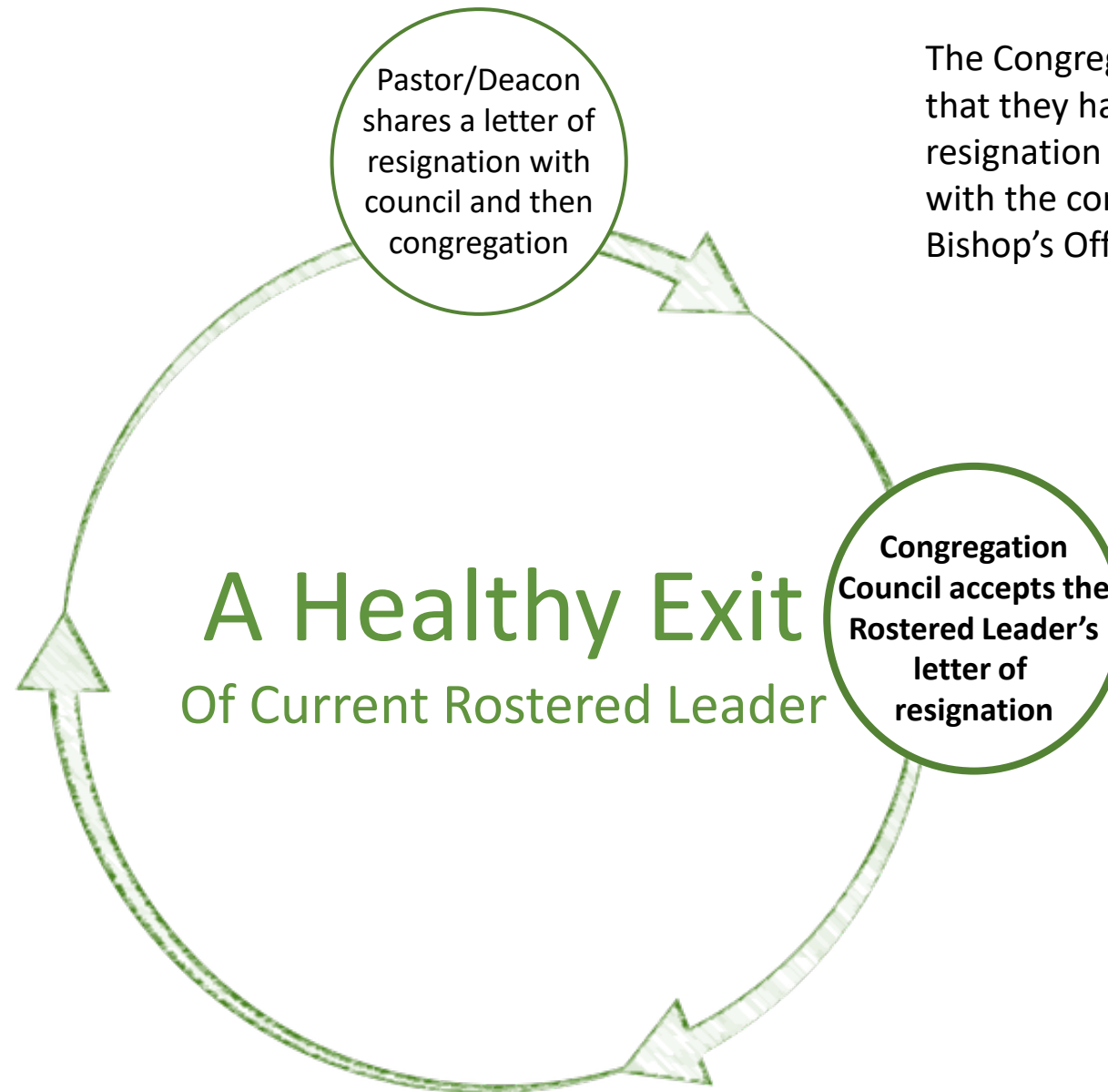
Of Current Rostered Leader

Pastor/Deacon
shares a letter of
resignation with
council and then
congregation

A Healthy Exit

Of Current Rostered Leader



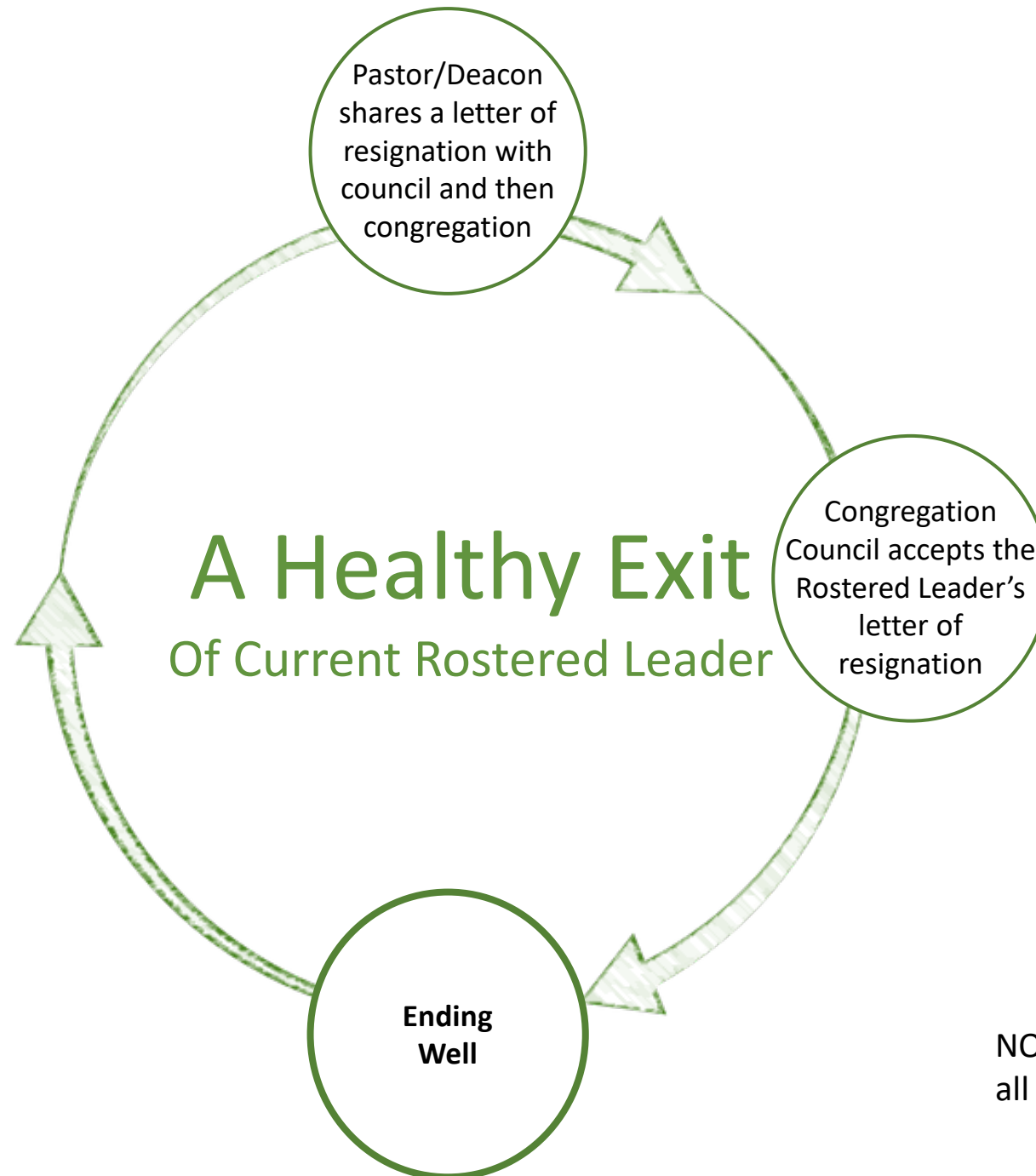


The Congregation Council will share that they have received a letter of resignation from the Pastor/Deacon with the congregation and with the Bishop's Office of the SC Synod.

The council letter should include:

- acceptance of the letter of resignation;
- expressions of gratitude for the rostered leader and family;
- the last date the rostered leader will serve the congregation;
- a copy of the letter of resignation;
- and any plans for a farewell event if known.

- Determine last Sunday and last workday.
- Plan celebration.
- Certify parish records.
- Review compensation and finalize any financial commitments. (e.g., vacation)
- Complete excel spreadsheet found [HERE](#) on current compensation and submit to Bishop's Office.
- Contact Portico with end date.
- Set up exit interview.
- Receive keys and passwords.
- Celebrate partnership.



NOTE: This process applies to all Pastors and Deacons



Conversation

With Bishop's Office



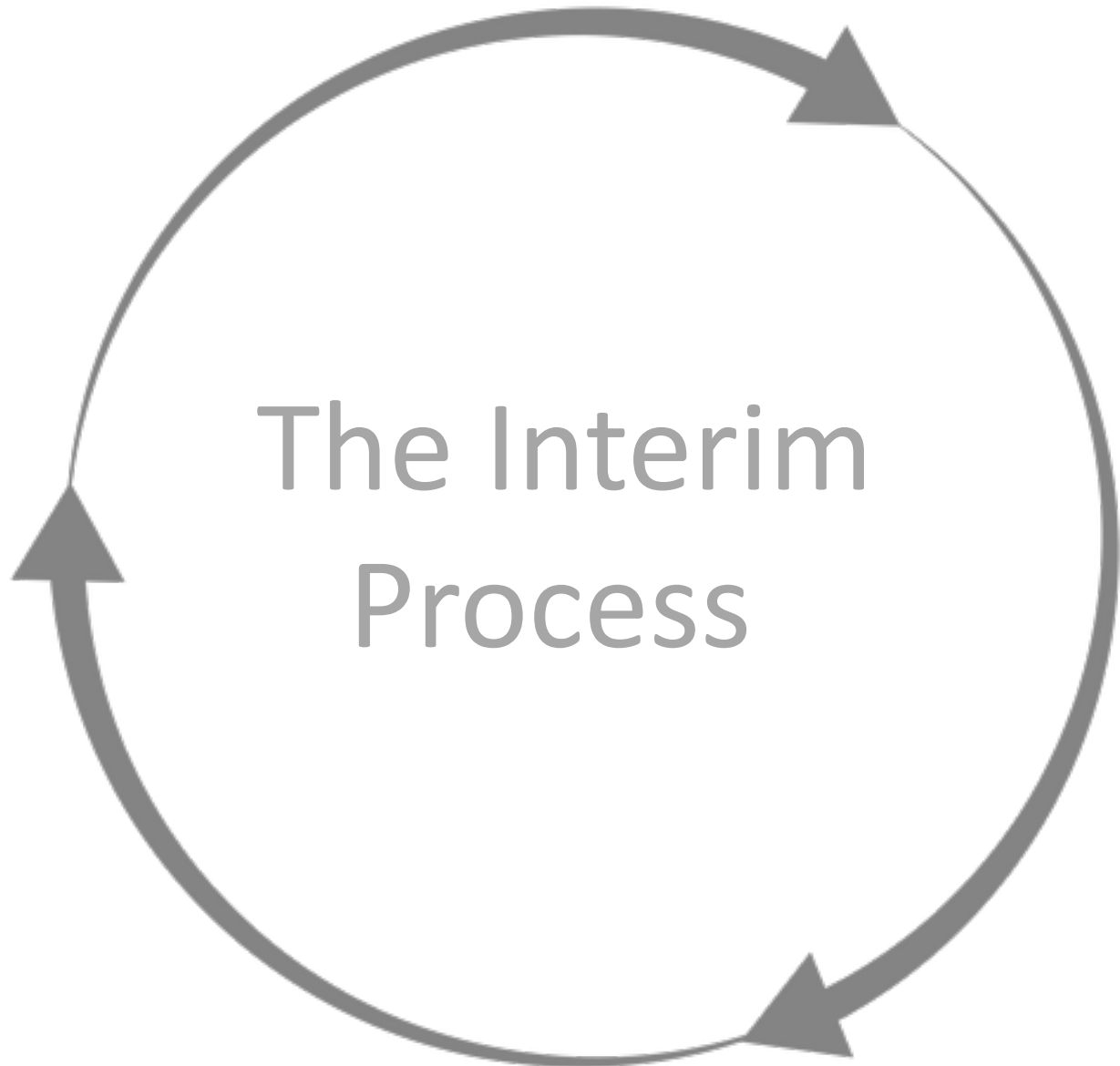
Early steps in the process:

- Bishop's Office provides Transition packet.
- Bishop's Office works with you to schedule Supply Pastors for 2-6 weeks after Pastor's last Sunday.
- Council President completes and returns Transition packet.
- Bishop's Office reviews Transition packet.

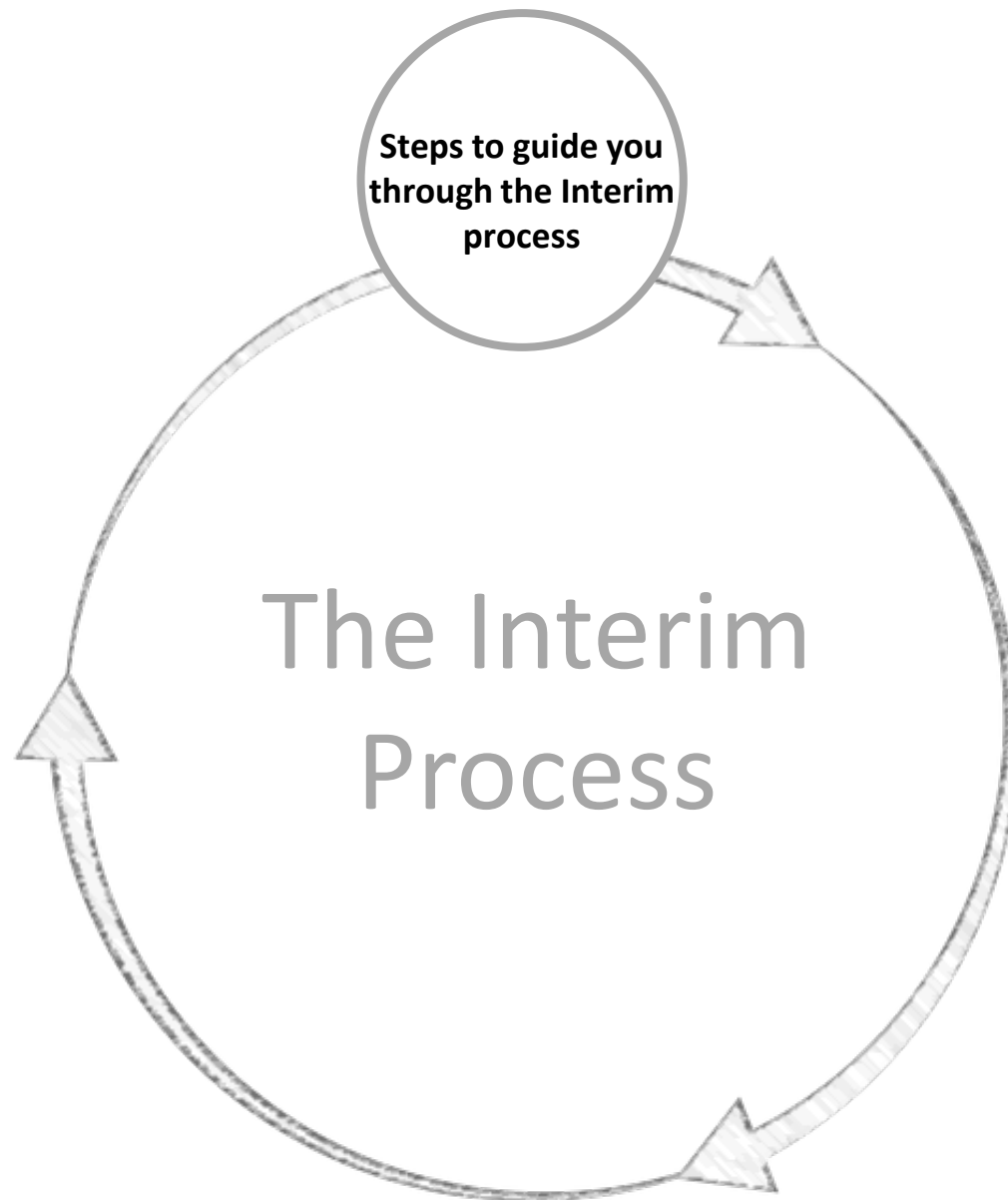


- Bishop's Office appoints Interim.
- Council President meets with Interim to review benchmarks, additional ministries to be accomplished and finalize contract.
- Interim is introduced to Council.
- Council and Interim sign contract and submit to Bishop's Office before Interim begins.

NOTE: It is important that the contract be signed by Council, Interim and Bishop's Office before Interim begins.

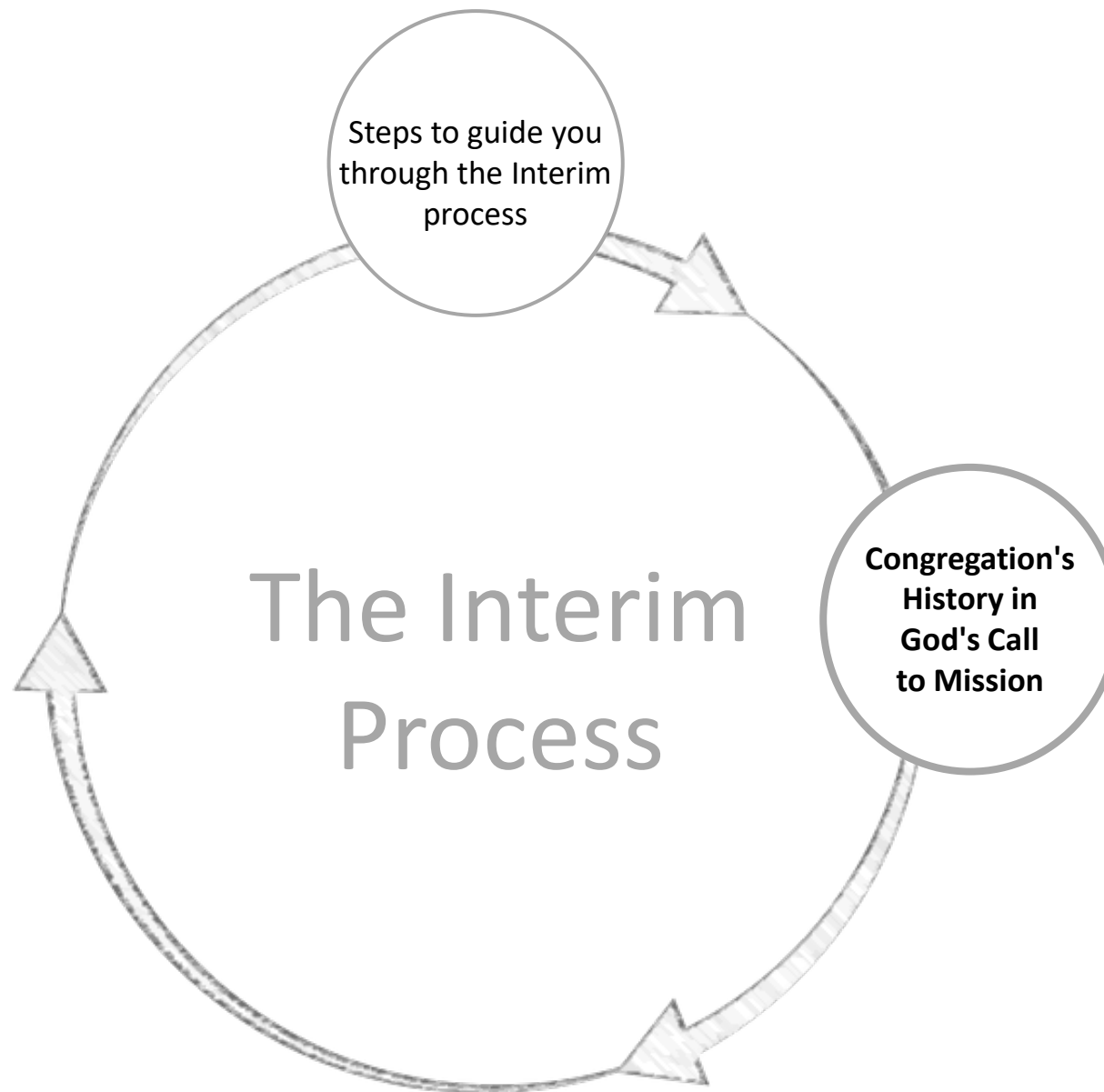


The Interim
Process



The Interim process lasts until you have called your next Pastor/Deacon.

- Congregation welcomes Interim.
- Council, Interim and Bishop's Office coordinates date for installation.
- The Interim Pastor, through Word and Sacrament, teaching and pastoral visitation, tends to the spiritual needs of the congregation.
- The Interim Pastor also works with the Council to lead the Congregation in discussions of any specific issues which need to be addressed during this interim time (e.g., leadership, stewardship, faith formation, unresolved conflicts, changing community dynamics, etc.).
- This will be ongoing work during the entire interim process.



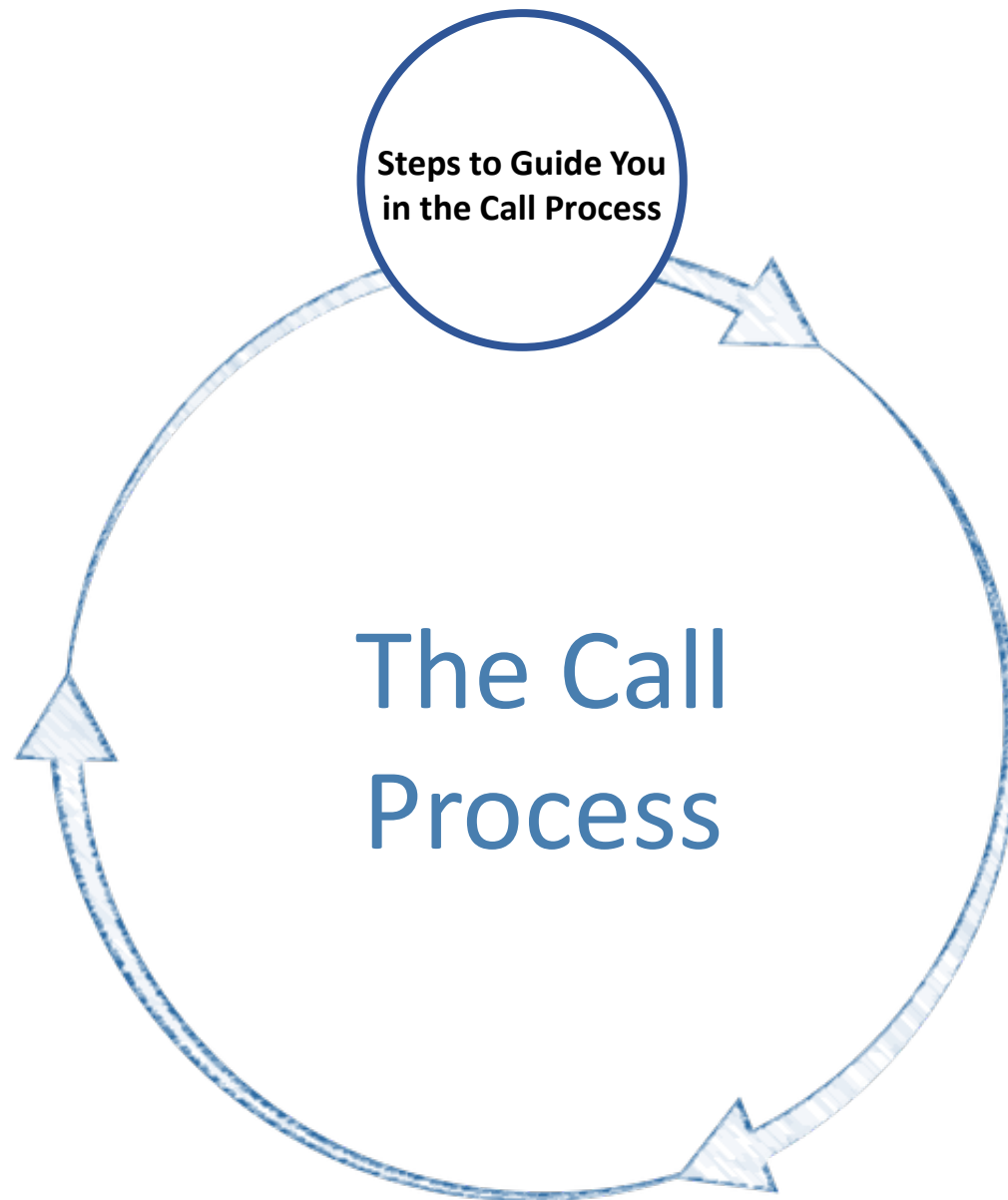
After the Interim Pastor and Congregation have had some significant time to get acquainted and begin ministry together, they will reach out to the Bishop's Office to schedule an appointment with Council to discuss next steps in the call process.

This period of significant time varies in length and includes the Interim Pastor leading the Congregation in the reflection of their history, clarifying God's call and mission for the congregation, and continued work in resolving any issues and working on administrative benchmarks.

The Interim Pastor serves as a resource to the congregation as they clarify God's call and their mission.

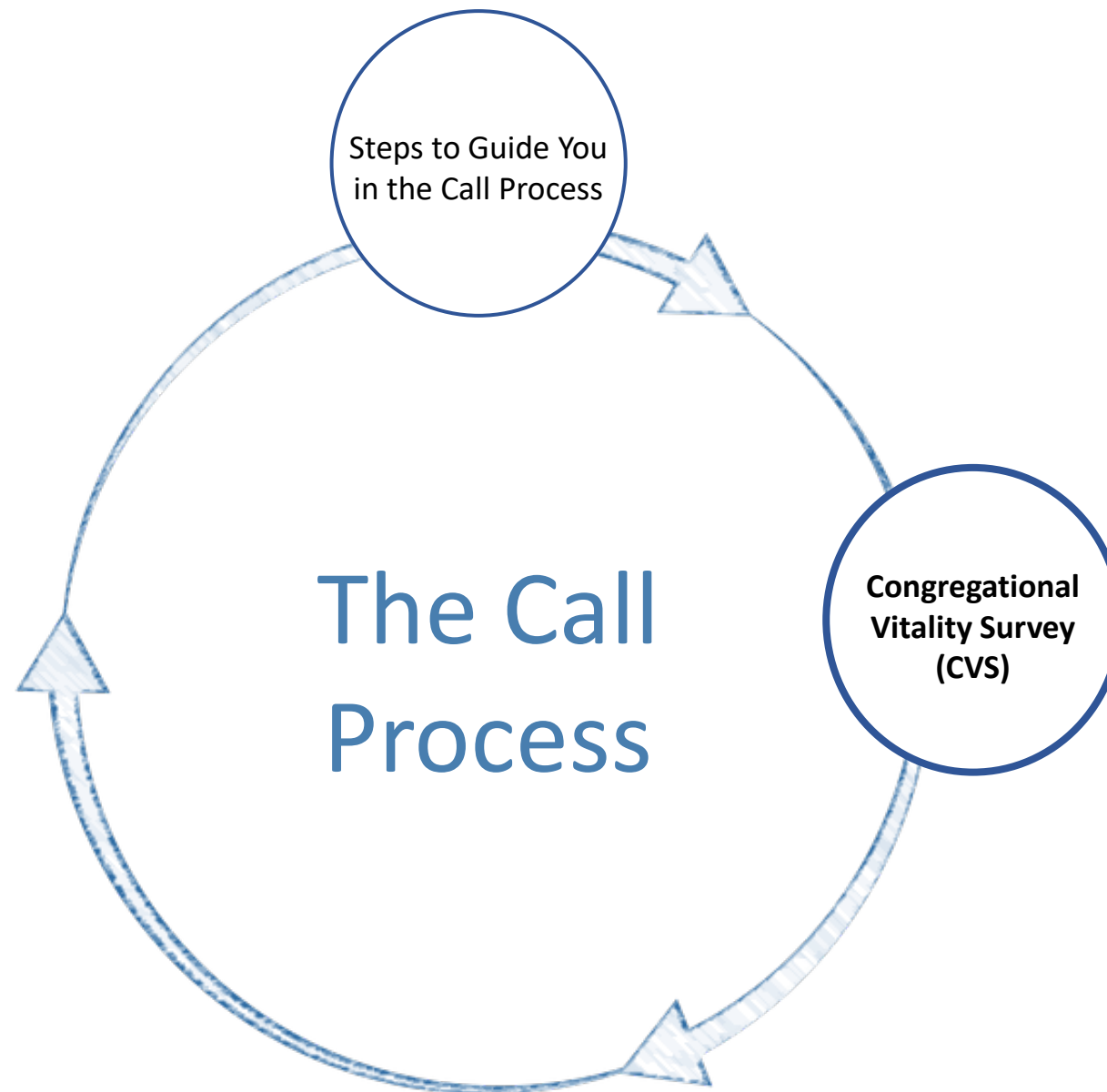
NOTE: The Interim Pastor's involvement in the call process itself is limited to clarifying messages and instructions from the Bishop's Office.





Bishop's Office meets with Church Council.

- Meeting date is set.
- Next steps of the call process are reviewed. This would include how to conduct the Congregational Vitality Survey (CVS) and how to complete a Ministry Site Profile (MSP).

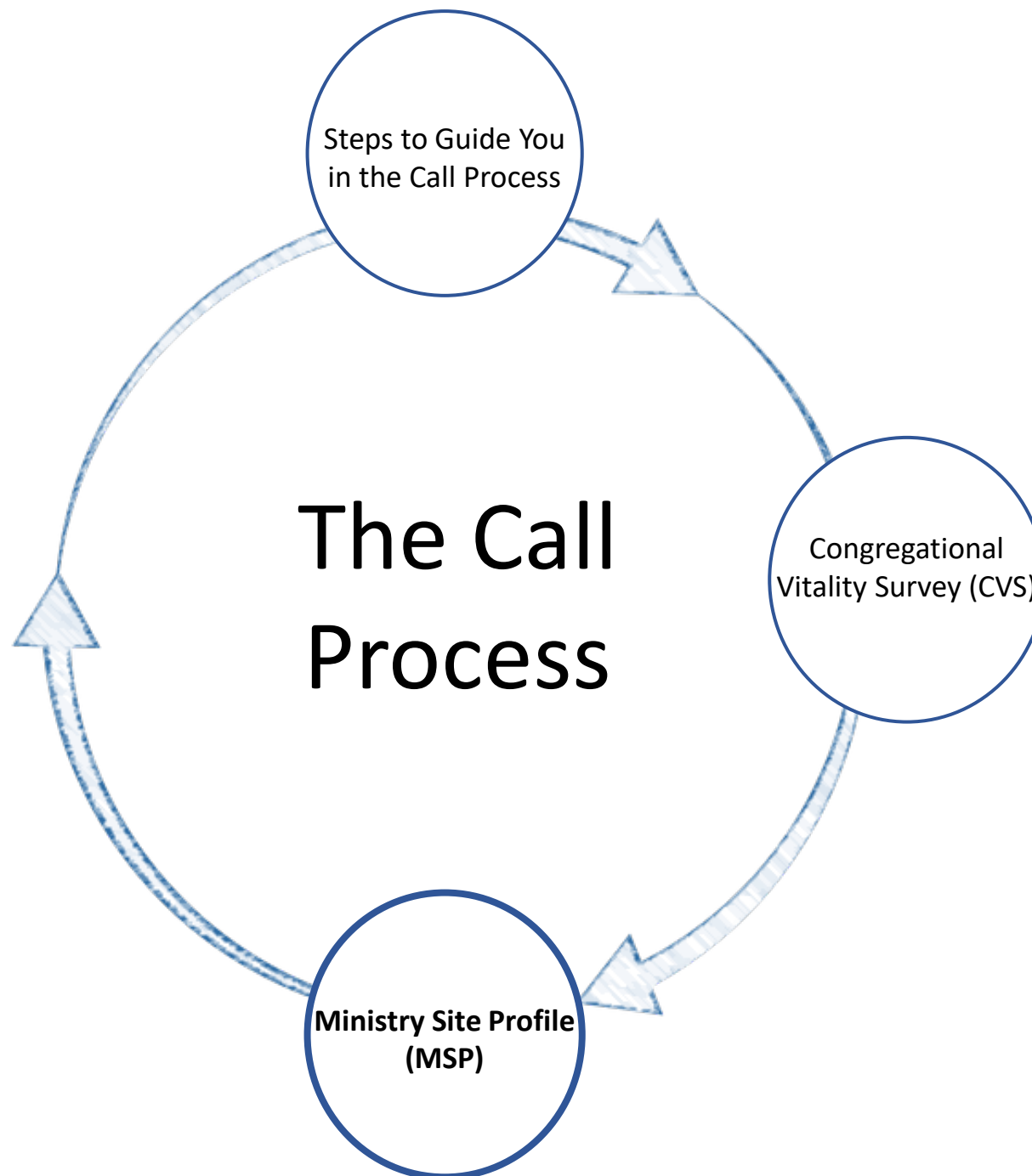


- The Council follows written instructions and conducts CVS with congregation.
- After the Bishop's Office receives the results of the CVS, a Zoom appointment will be scheduled with the Council to review the results. (Receiving results can take up to 6 weeks.)
- The Council, in coordination with the Bishop's Office, schedules a Congregational Event to share the results and answer any questions. The Bishop's Office will lead this event.

NOTE: The Interim Pastor's involvement is to be present and supportive, and as follow up, help the Council process the information and focus with the congregation on growth areas.

The Church Council completes the Ministry Site Profile. (Council has the option to appoint a task force to work on the MSP on their behalf. At least one council person should be included.)

- Click [HERE](#) to use this link to guide you through completing your MSP
- You will create your own passcode for your congregation. Please keep this on file in the church office for future reference.
- The task force will want to take some questions from the MSP and share them with small groups within the congregation to get the fullest answers possible.
- The information that you have gathered through the CVS will also contribute to the completion of your MSP.



- The Council appoints Call Committee following the congregation's constitution.
- The Council President sends a copy of the MSP to the Bishop's Office and to the Call Committee.
- The Call Committee reviews the MSP together.
- The research process belongs to the Bishop's Office and includes ongoing prayer, reviewing rostered minister profiles, conversations with other Bishops (for those outside of the synod), conversations with pastors about their interest and availability, and reviewing compensation needs.
- The Bishop's Office will set a meeting with the Call Committee once the research is complete.





The Call
Committee



The call process is a deeply spiritual process.

The Call Committee's goal is to work together to bring a recommendation for pastoral leadership to the Church Council.

The Call Committee will use prayer, interviews, visits and deep listening to serve on behalf of the congregation in discerning the best recommendation possible for a partnership between this congregation and the next Pastor.

The Call Committee will work with the Bishop's Office who recommends Pastors (Deacons) for the interviews for this call.



The Church Council appoints or elects the Call Committee based on the congregation's constitution. The committee should be a cross section of active members of the congregation.

The Congregation Council will report the Call Committee's contact information to the Bishop's Office.

The entire Call Committee will need to be present at all meetings (barring any last minute emergencies), and able to maintain appropriate levels of confidentiality, discernment and maturity.

The Council names a Chair of the Call Committee to lead the meetings and communicate with the Bishop's Office.

A Secretary can be designated by the Council to record the actions of the committee.

The Council informs the congregation who is serving on the committee. The Interim Pastor installs the Call Committee and prays for their work throughout the process.





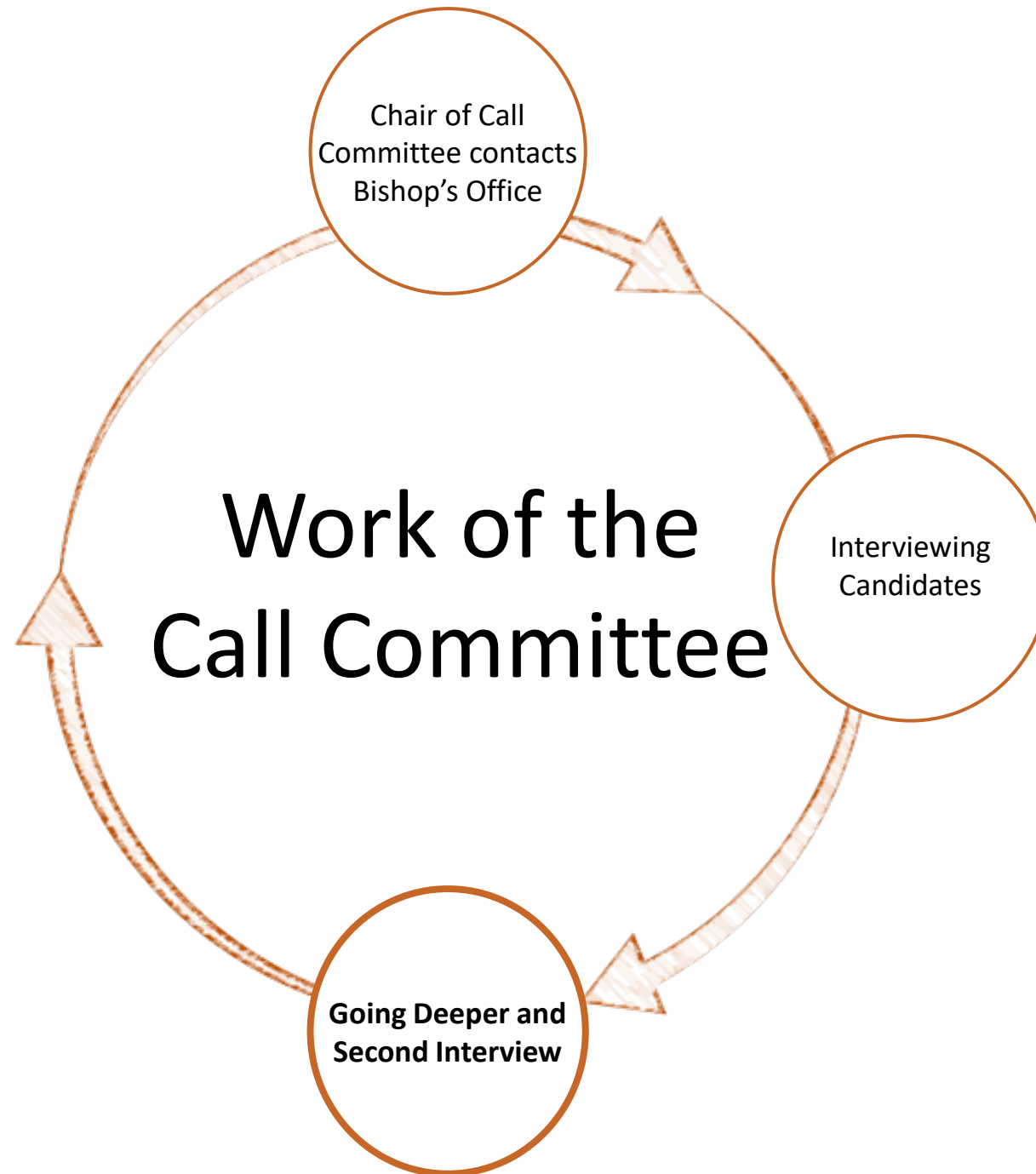


- Introductions are made with Bishop's Office.
- Following research a meeting is set with the Call Committee to share information about available candidates.
- It is the goal of the Bishop's Office to give the Call Committee profiles of the top three matches for this call.

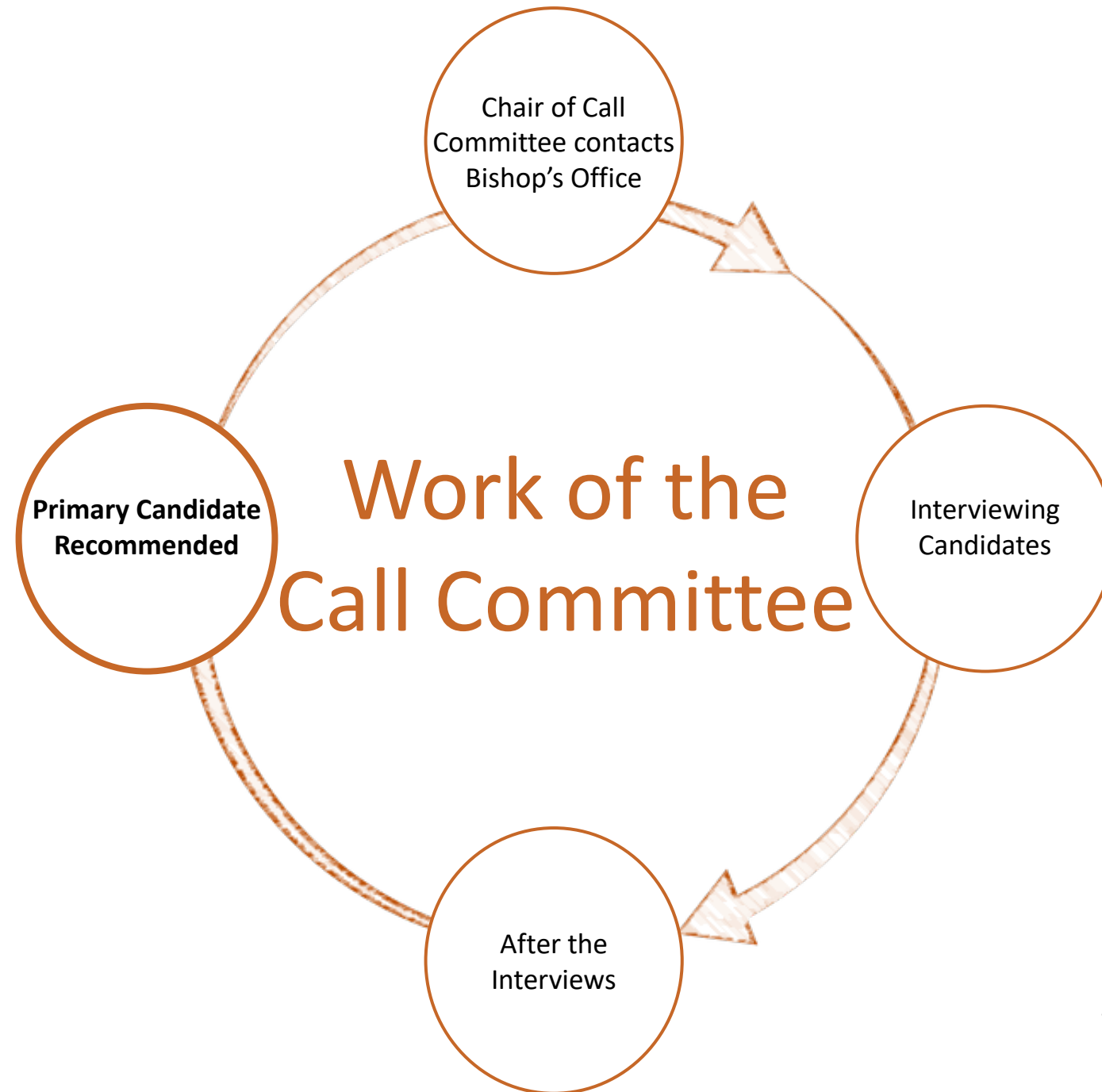


- The Call Committee Chair contacts the candidates within 48 hours of meeting with Bishop's Office to make an introduction.
- The Call Committee will coordinate available meeting dates on their calendars for interviews with the candidates.
- A first interview with each candidate should be scheduled within 2 weeks. This can be done by Zoom or in person.
- Feedback on this interview should be given to each candidate by the Chair of the Call Committee within 2 weeks of the interview.
- This feedback needs to be shared with the Bishop's Office.

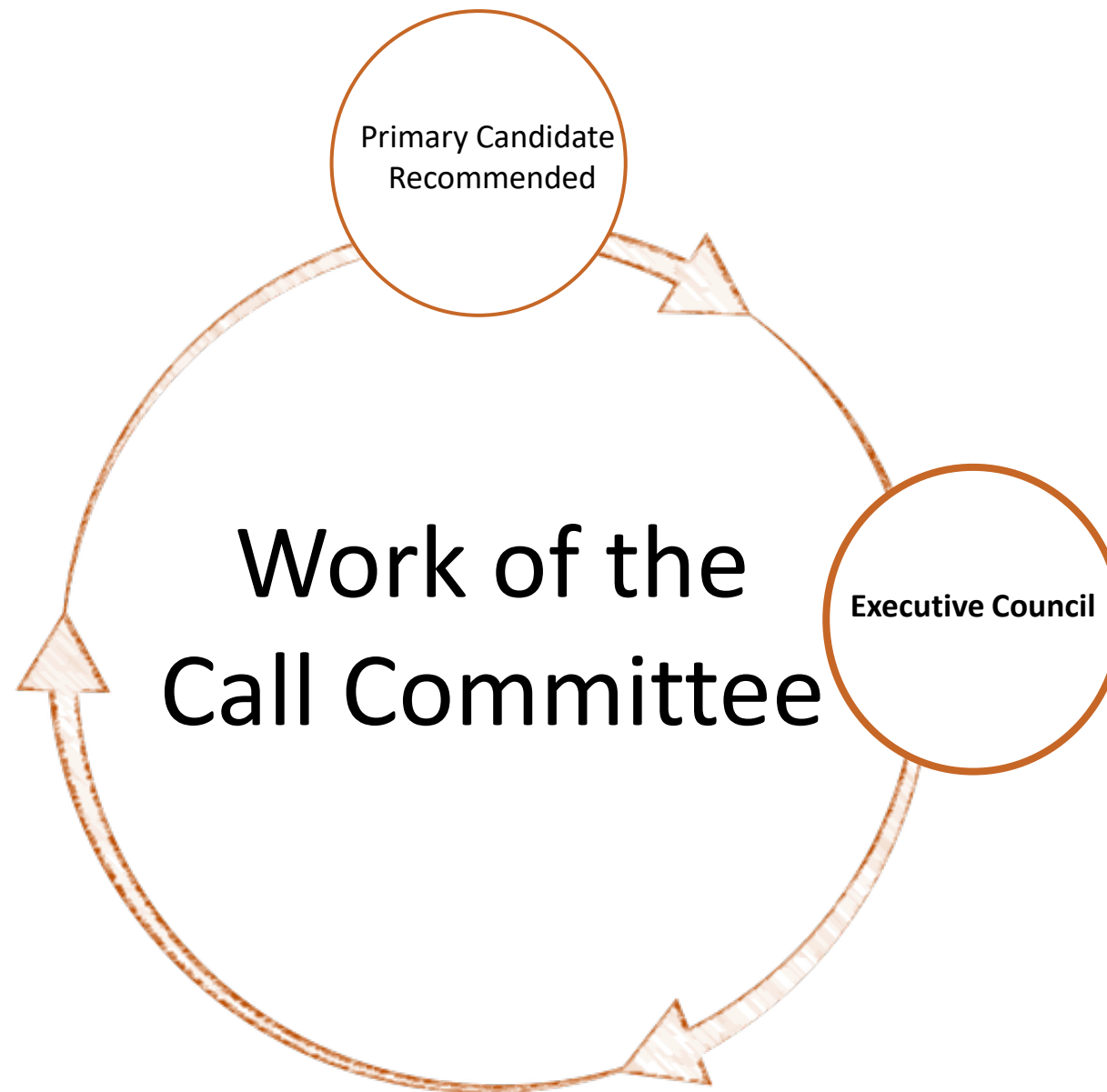
- The Call Committee schedules a time to visit each of the candidates within their worship setting. This can be done in person or using video/streaming technology.
- Call Committee gives feedback to candidates within 1 week of visiting worship.
- The Call Committee determines which candidates they want to interview for a second time.
- The Call Committee communicates with any of the candidates whose names they are returning. This communication is by phone and in writing, copied to the Bishop's Office.
- The Call Committee shreds any paperwork they have on those candidates.
- Occasionally even a third interview is helpful.
- Timeliness of communication is essential.



- Call Committee determines who they would like to be their Primary Candidate.
- Call Committee Chair asks Pastor (Deacon) to be Primary Candidate.
- Once all parties agree to Primary Candidate status, it is understood that neither the candidate or the Call Committee are interviewing others.
- Primary Candidate status must be reported to the Bishop's Office.

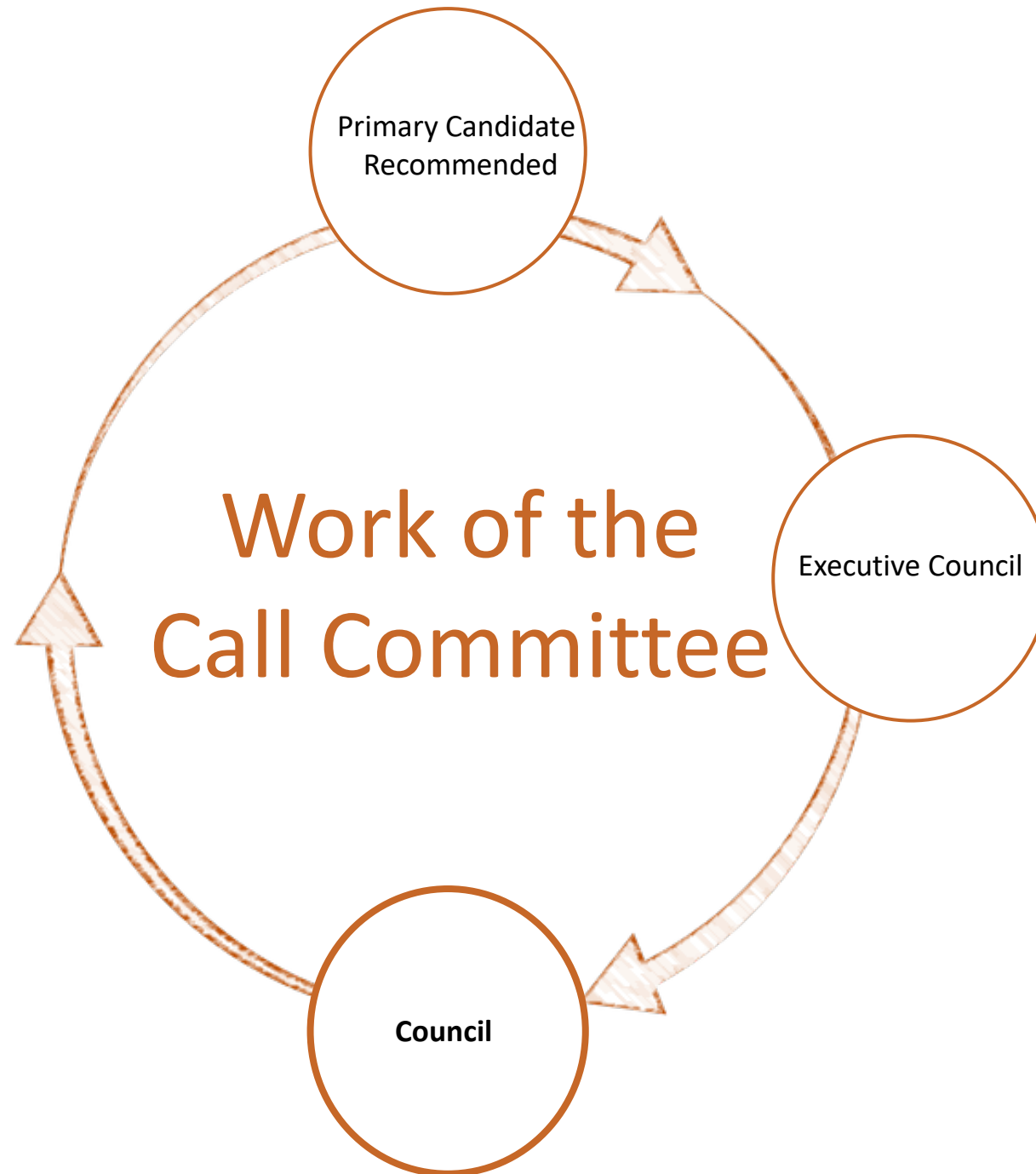


NOTE: If a primary candidate is not selected from the 3 candidates given, the Call Committee may request additional candidates from the Bishop's Office

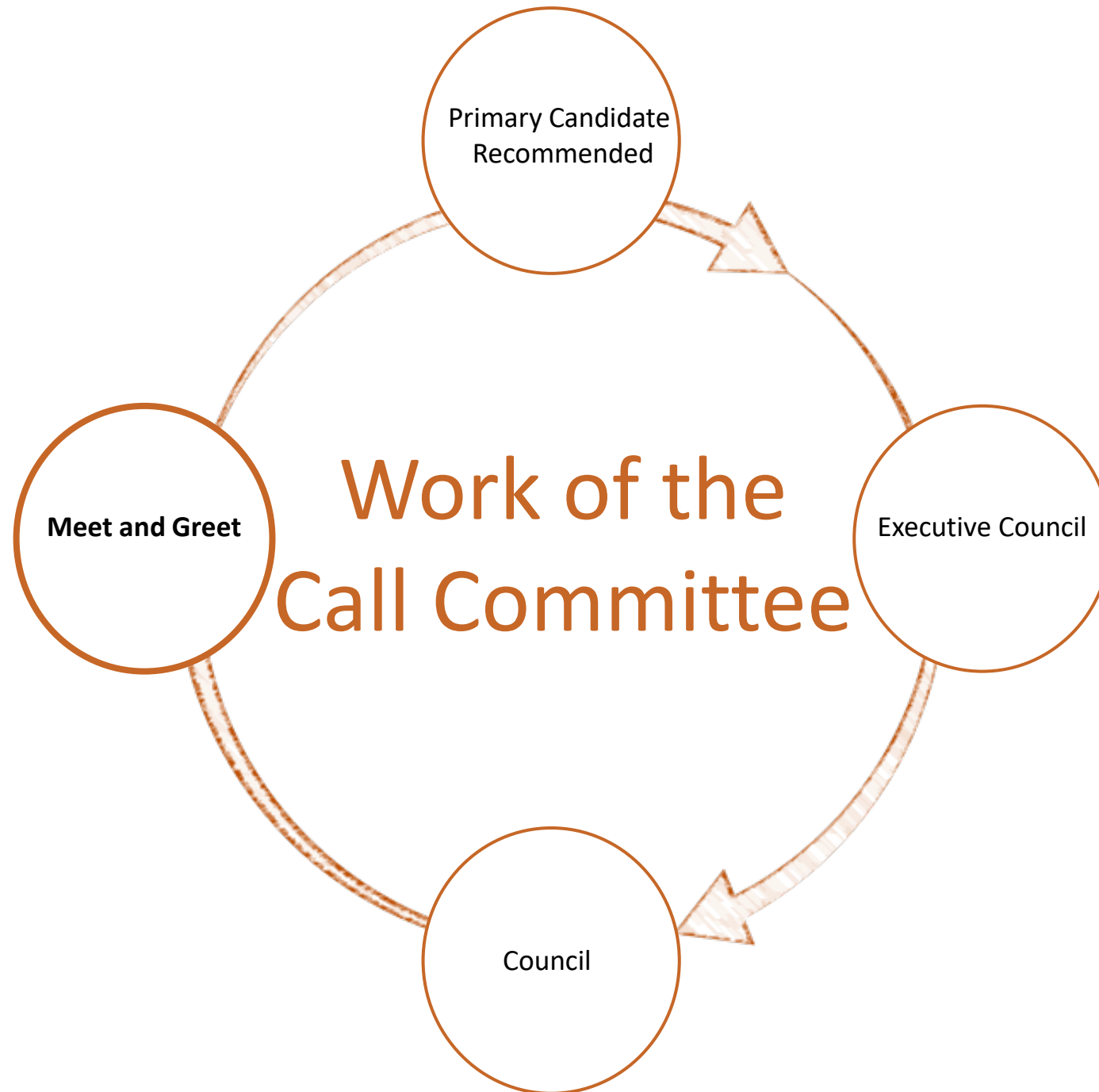


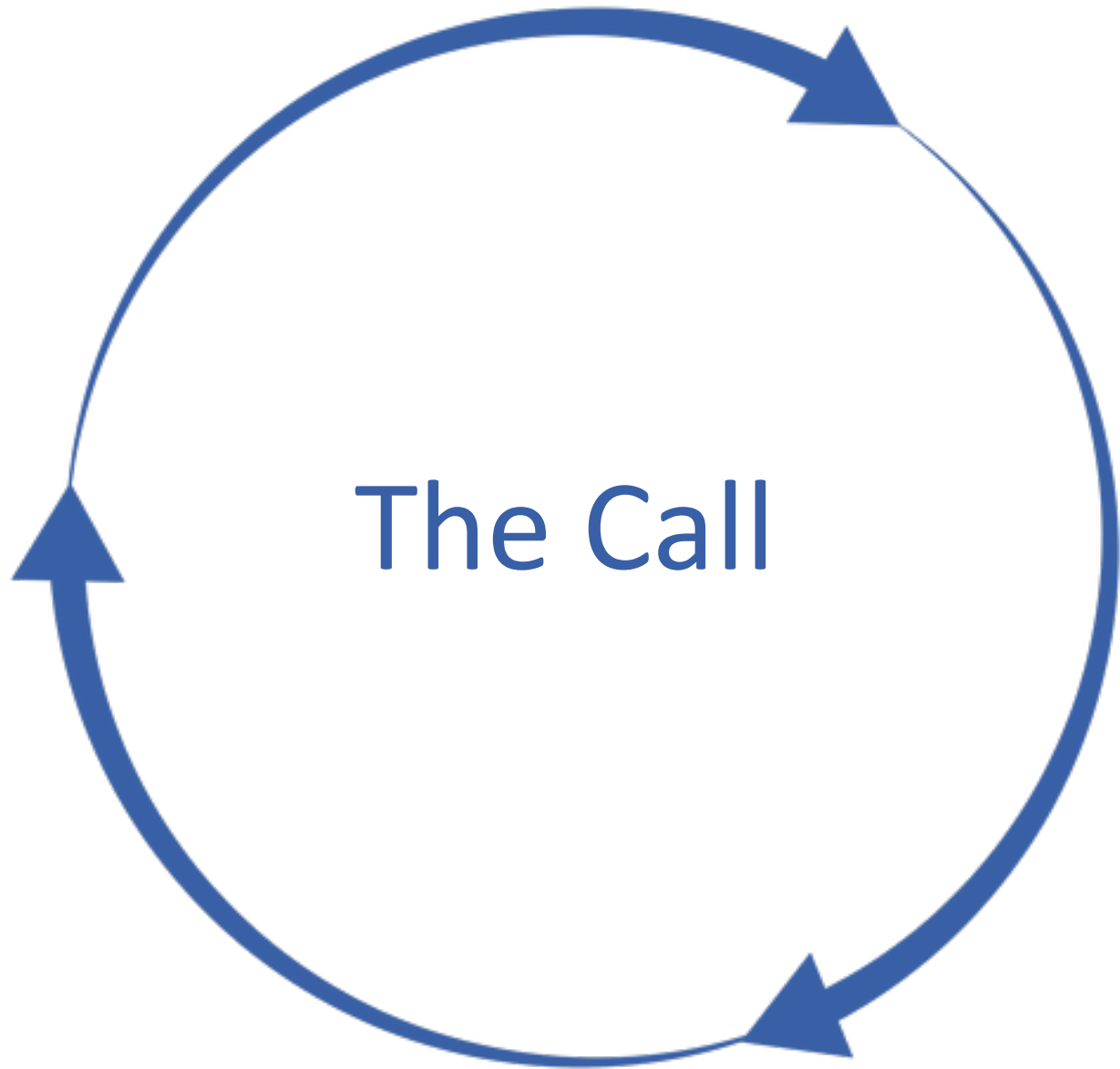
- Call Committee Chair sets up a meeting with the Primary Candidate and Executive Council to discuss compensation.
- Council President or Treasurer complete synod excel spreadsheet found [HERE](#) based on Primary Candidate's years of experience.
- Primary Candidate also completes this excel spreadsheet.
- This will be the starting place for Executive Council and Primary Candidate to finalize the compensation package.
- [HERE](#) is the link to our synod compensation guidelines.

- Following Executive Council meeting, the Primary Candidate is introduced to the entire Council.
- Call Committee sits in on this meeting where Council interviews the Primary Candidate and Primary Candidate interviews Council.
- Primary Candidate and Call Committee are excused while the Council discerns and votes.
- Congregation Council calls congregational meeting to vote on candidate per their constitution.
- Council is in communication with the Bishop's Office about the date of the meeting.

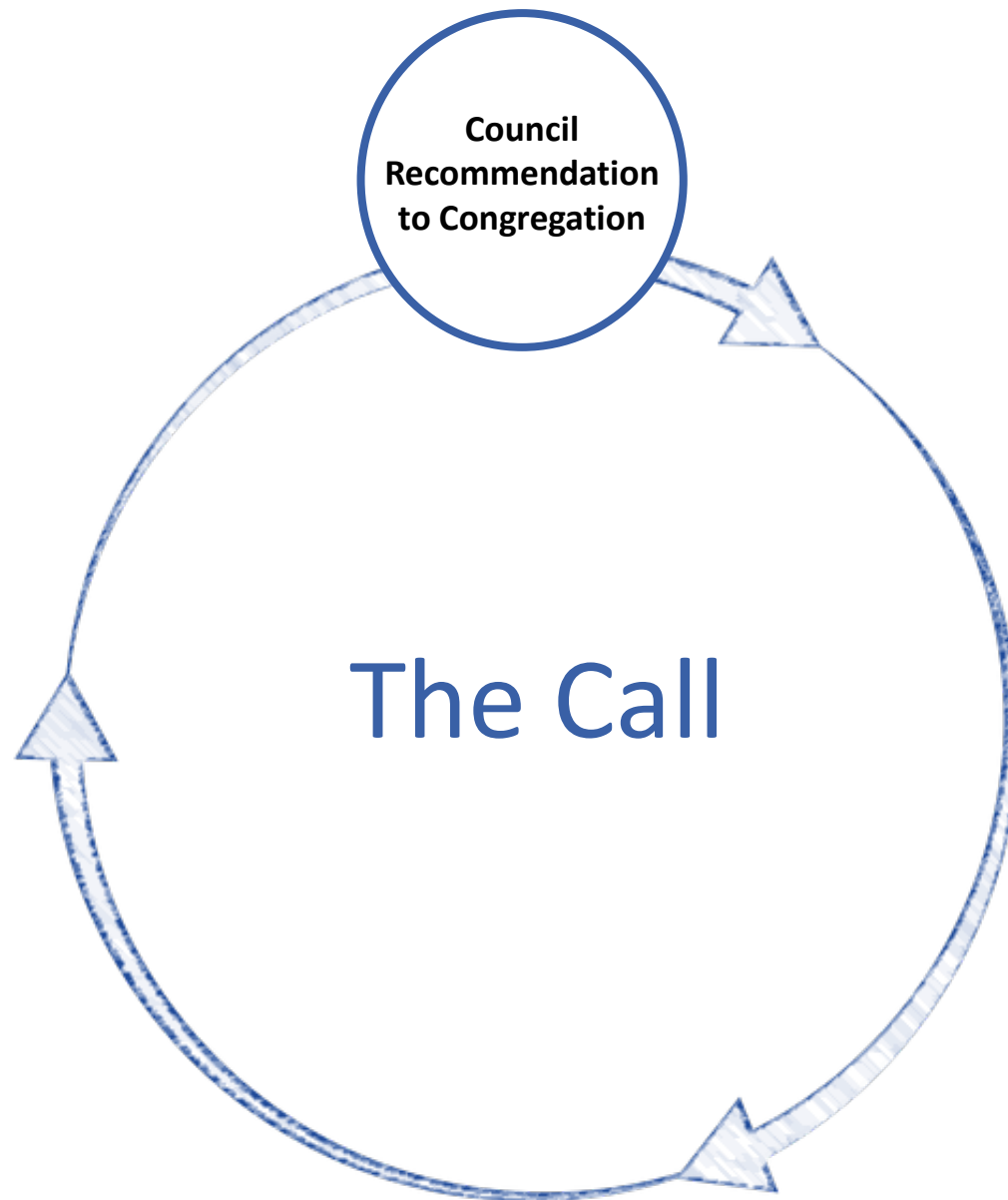


Council may wish to arrange for a Meet and Greet fellowship drop in.

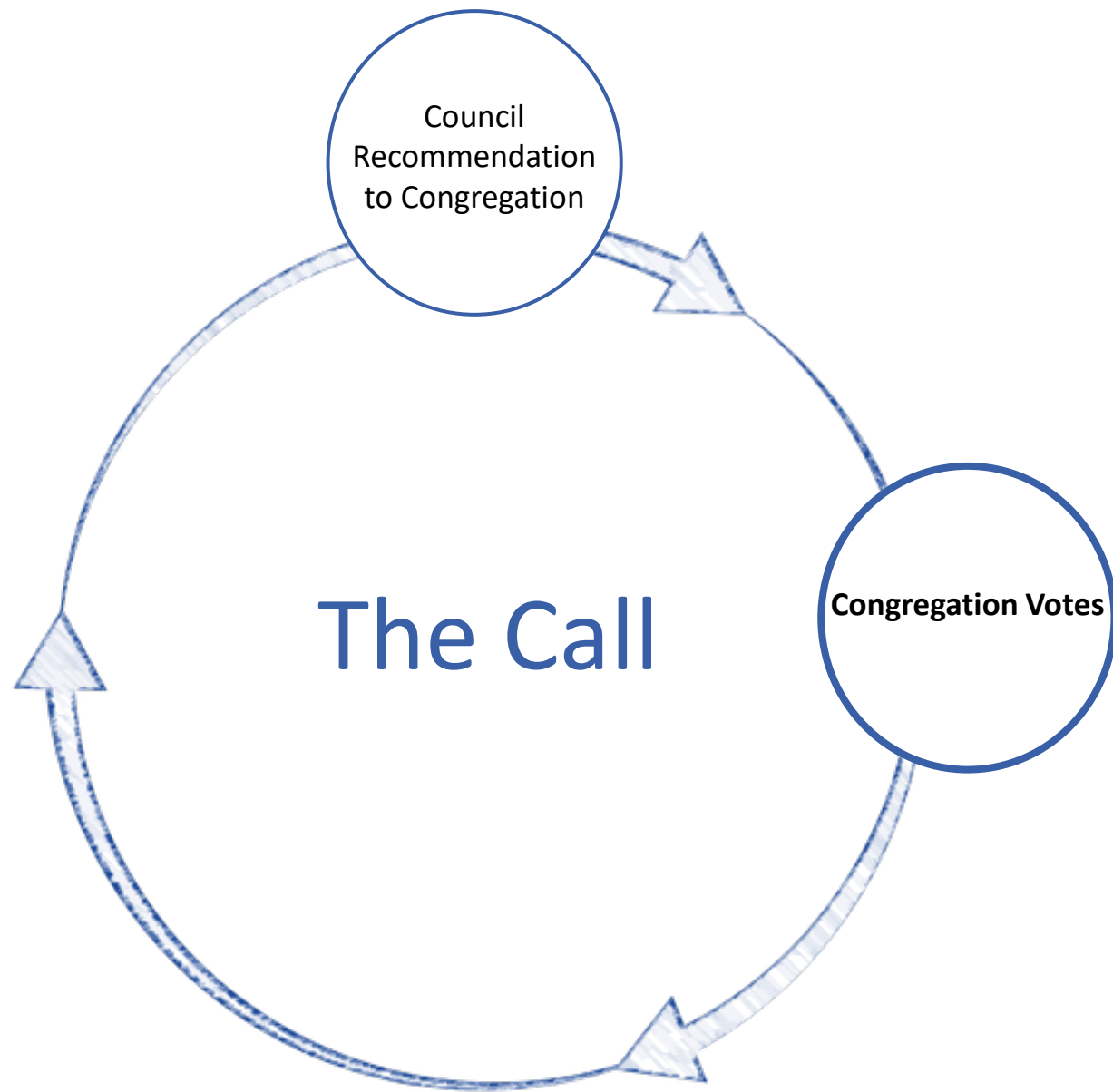




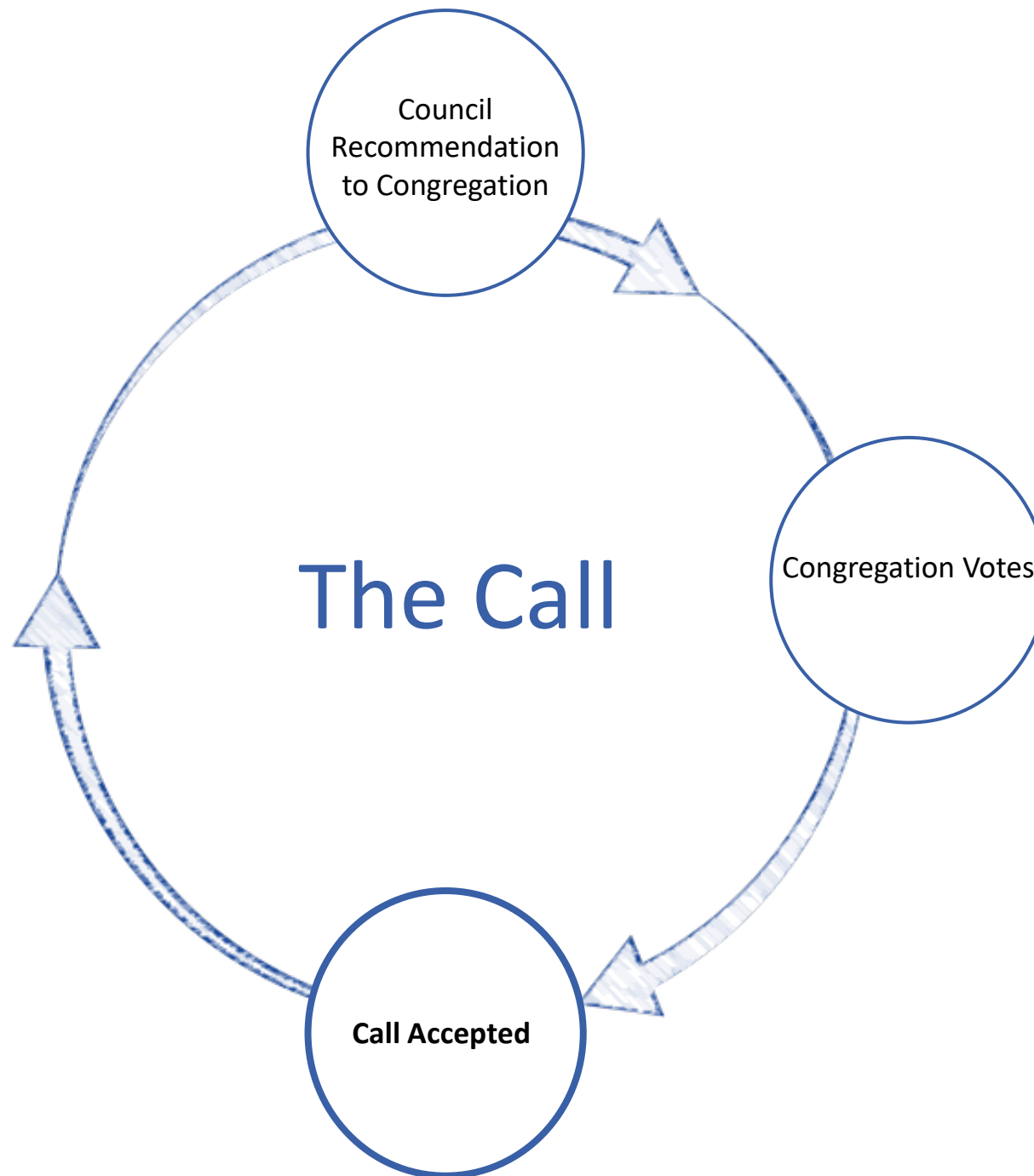
The Call



Written notification of congregational meeting to Congregation and Bishop's Office, following the guidance of your constitution.



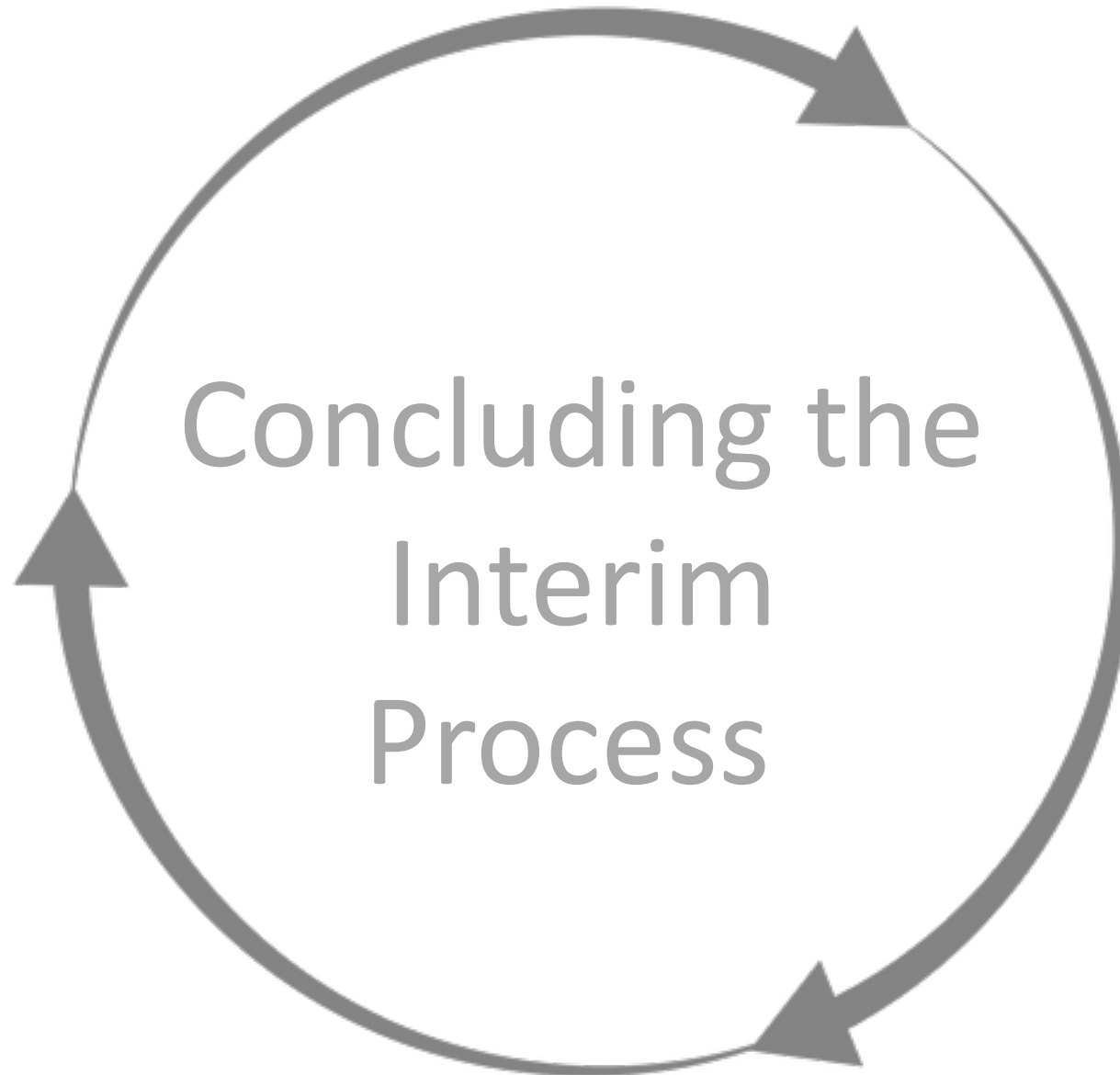
- Two written votes are taken:
 - Vote to Call
 - Vote on Compensation
- The total number of eligible voters is recorded.
- Record vote to call: total yes, total no (two-thirds vote required to extend call).
- Record vote on compensation: total yes, total no (simple majority vote required to pass).

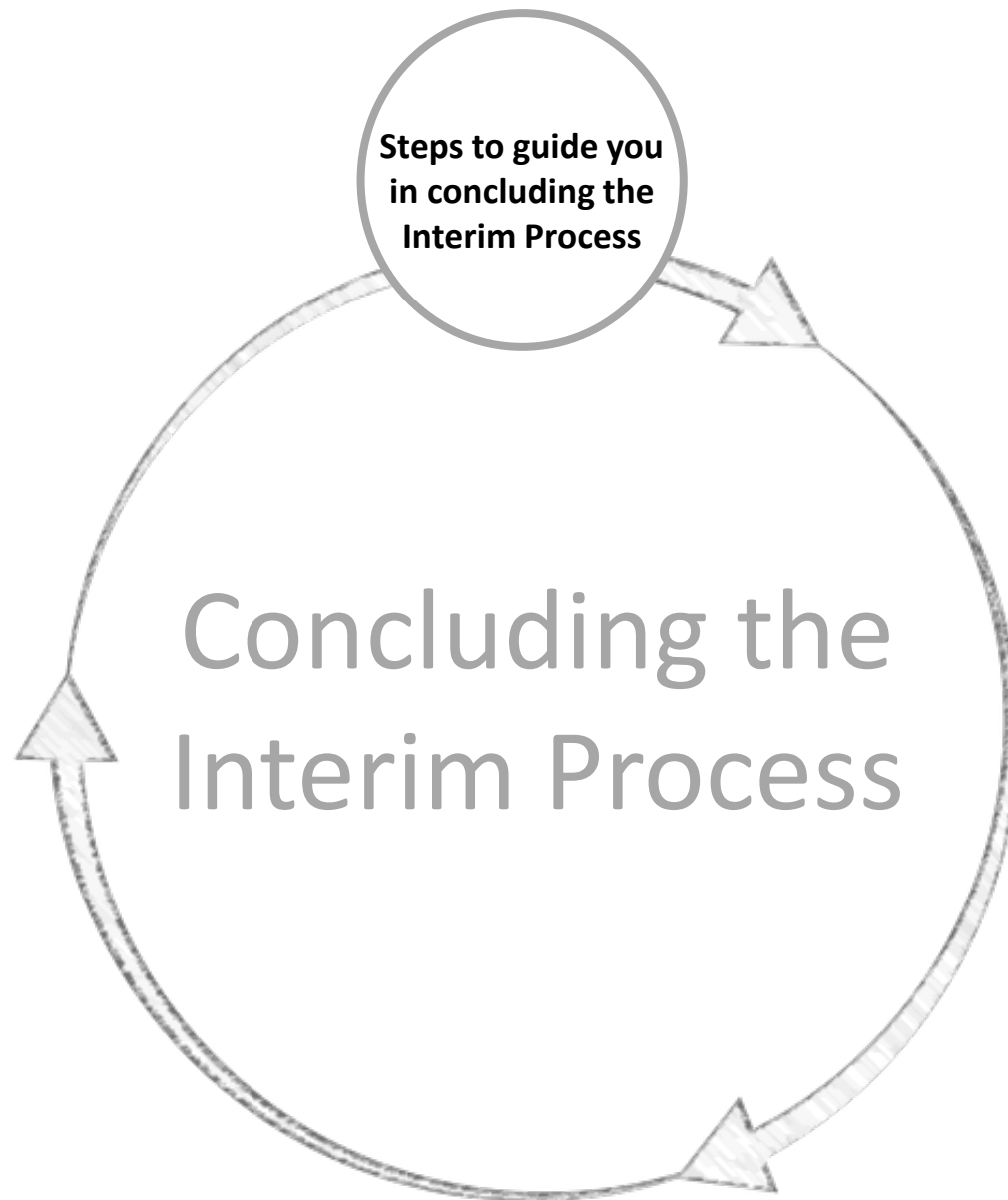


- Report all numbers to Primary Candidate and to the Bishop's Office.
- Primary Candidate has 30 days to accept or decline the call.

Pastoral Candidate determines and reports start date to the Council and the Bishop's Office. (The Pastor/Deacon will need to give a 4-6 week notice to their current congregation.)







The Interim process lasts until you have called your next Pastor/Deacon.

Now that you have extended a call to your new Pastor/Deacon, it is time to conclude the Interim process.

- Determine last Sunday and last workday.
- Plan celebration.
- Certify parish records.
- Review compensation and finalize any financial commitments. (e.g., vacation)
- Contact Portico with end date.
- Set up exit interview.
- Receive keys and passwords.
- Celebrate partnership.

Resources

Visit www.scsynod.com for additional resources