



South Dakota Synod, ELCA

## Instructions for Submitting Call Documents and Forms

### *Letter of Call* (To an Ordained Minister of the ELCA) **Definition of Compensation, Benefits & Responsibilities of a Pastor**

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### *Letter of Call* (to an Associate in Ministry, Deaconess, or Diaconal Minister under Call) **Lay Compensation, Benefits & Responsibilities** (Associate in Ministry, Deaconess, or Diaconal Minister under Call)

When a congregation has voted affirmatively to extend a *Letter of Call* to a pastor, the *Letter of Call* form needs to be signed and dated by both the congregation president and the congregation council secretary.

The Definition of Compensation, Benefits, and Responsibilities of the Pastor is to be signed and dated by the congregation president and the congregation council secretary.

The *Letter of Call* and the Definition of Compensation, Benefits, and Responsibilities of the Pastor should be sent to the South Dakota Synod, ELCA office for review and signature of the Bishop.

The *Letter of Call* and the Definition of Compensation, Benefits, and Responsibilities of the Pastor will be forwarded by the synod office to the pastor who has been extended the call.

Call votes are valid for thirty (30) days. A pastor is expected to make a decision about the call within three to four weeks. The Bishop may grant additional time to consider the call.

The pastor should send a copy of both the letter of acceptance of the call and a copy of the letter of resignation from the congregation he or she is currently serving to the synod office. These letters should include the “end date” and “begin date” of service to the respective congregations. The letters will be maintained in the congregation and pastor’s files.

A copy of the Definition of Compensation, Benefits, and Responsibilities of the Pastor **that has been signed by the called pastor** should be sent to the synod office (for the pastor and congregation file) and be given to the congregation council president for filing in the church office.

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The above applies to the extension of a *Letter of Call* to a Lay Rostered Leader, using the appropriate *Letter of Call* (specific to the roster type).

The exception is that the Lay Definition of Compensation, Benefits, and Responsibilities for Associate in Ministry, Deaconess, or Diaconal Minister under Call needs only to be signed and dated by the Rostered Lay Person and the congregation president.