

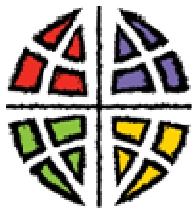


The South Dakota Synod
Support to Ministries

www.sdsynod.org

Call Process

2010



South Dakota Synod
Evangelical Lutheran
Church in America
God's work. Our hands.

South Dakota Synod, ELCA
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Steps of the Call Process...



The Support to Ministries Call Process

A congregation **calls** a pastor/rostered leader. That is different from hiring one. We believe God is involved in bringing a congregation and a pastor/rostered leader together, and God is at work in that relationship.

It is a **relationship**, not a business partnership. It is more like entering into a marriage contract than “getting help” or “taking a job.”

An overview of what normally happens is shown above.

Finding the right seed

You'll have questions...

How do we go about finding a new pastor/rostered leader?

What kind of a pastor/rostered leader fits us best?

What help is available from the synod office?

What do we do next?

"I believe in the Holy Christian Church... the Communion of Saints.."

That's an important part of our confession of faith any time, but it is especially "good news" when a congregation finds itself looking for a new pastor/rostered leader.

Your congregation is unique! Just as no two people are alike, and no two pastor/rostered leaders are identical, no two congregations are exactly the same.

The South Dakota Synod Office and the Support to Ministries Committee are your partners during this journey.

The Support to Ministries Committee provides assistance to the bishop and staff in recommending names for congregations in the call process. The Support to Ministries Committee is composed of two people elected from each conference, one clergy (the Dean) and one lay, and a total of 14 people from around the synod. The Support to Ministries Committee members from the conference will be part of the Ministry Site Study that is done after a pastor has left.

The Support to Ministries Committee members from each conference are there to be an aide in the process, for the synod, and for the individual congregation.



Each conference elects a pastor and a lay person to serve on the Support to Ministries Committee. South Dakota has seven conferences, meaning 14 persons are elected. The bishop and an assistant to the bishop join them, making a total committee of 16 persons, join them.

Discernment is to put the whole process under God's direction. No one of us is so wise that we can decide what is right for others.



Step One...

Inform the synod office of your pastoral/rostered leader opening

When a congregation seeks to call a rostered leader, the first step is to inform the synod office.

Parish council president contacts the synod office to begin the call process and schedule a ministry site study.

Synod office informs the Support to Ministries Committee members from your conference and provides the congregation with materials to assist you in the call process.

A rostered leader in the ELCA serves on one of four "rosters" (lists) to carry out the ministry and mission of the church.

See Appendix E for more information.



Step Two...

Arrange for pastoral/rostered leader assistance during the transition

The parish council president contacts the synod office to arrange Interim ministry. (See appendix G & H)

In addition, a list of names for pulpit supply is available at www.southdakotasynod.org or can be mailed to you from the synod office.



Step Three...

Learn about your congregation and the direction the Holy Spirit is leading

Your congregation will form a Call Committee according to your constitution to work directly with the synod and Support to Ministries Committee. Your Call Committee should include a representation of various members of the parish.

Your Council and Call Committee will review your church constitution and/or parish agreement and make any updates necessary at this time.

The first tasks of your congregation in the call process is to complete a Ministry Site Profile (MSP). This document is the primary tool used to describe your congregation, its mission and ministry needs. This document will introduce your congregation to the candidate.

The Ministry Site Profile can be found online at: www.elca.org/call



"... and his gifts were that some should be ... pastors ... for the equipment of the saints, for the work of ministry, for the building up of the body of Christ." Ephesians 4: 11-12



Step Four...

Ministry site study

The next step in the call process is a ministry site study. The Conference Dean and the Conference Lay Person on the Support to Ministries Committee, and a member of the synod staff will come to your congregation to conduct the study. (See Appendix A & B)

This is an information gathering time for the Support to Ministries Committee

and your congregation. Questions are asked to gain a picture of the congregation's needs in their next pastor/rostered leader. For this reason, it is important that all groups of the congregation are represented at this gathering including Sunday School teachers and leaders, musicians, board members, WELCA, youth and their leaders, and committees to name a few. (See Appendix B)

Ministry Site Study of Mission and Ministry

1. The conference representatives on the Support to Ministries Committee together with a synod staff person conduct the ministry site study.
2. The purpose of the study is to give many members of the congregation an opportunity to describe their needs, to tell their story. Groups are planned to be small enough so each person can be involved. At these sessions:
 - A. We focus on the parish' concern for mission and ministry.
 - B. Parish members listen to one another
 - C. The parish communicates its needs and plans to the Support to Ministries Committee.
3. Time is taken for reflection and clarification.
4. A one-page written report of the study is prepared by members of the Support to Ministries Committee and sent to the synod office. These written reports may be shared with the entire committee and also with the congregation.



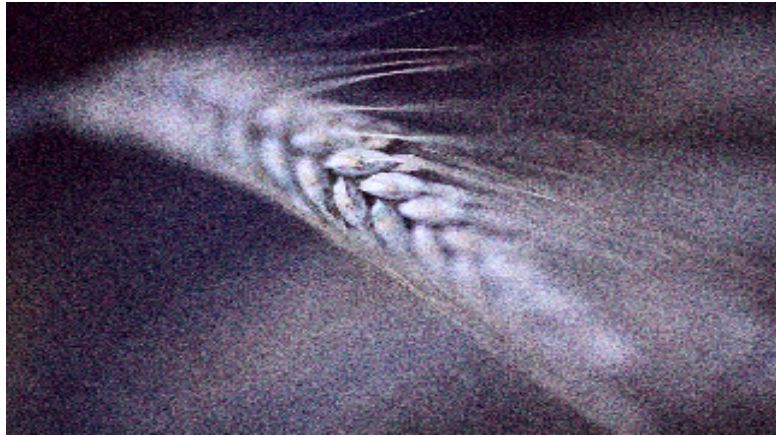
Step Five...

Candidates names and profiles

The synod staff and the Support to Ministries committee works with the Call Committee throughout the process assisting with finding a match between the ministry site and pastor/rostered leader.

Where do the names of pastor/rostered leaders originate?

- ◇ The ministry site
- ◇ The pastor/rostered leaders themselves
- ◇ Bishops and synod offices
- ◇ Support to Ministries Committee members
- ◇ Other references
- ◇ Conference of ELCA Bishops
- ◇ Regional Consultation



“Here is my servant, whom I uphold, my chosen, in whom my soul delights; I have put my spirit upon him;...” Isaiah 42:1

Candidate profiles are sent from the synod office to the Call Committee chair-person after the ministry site study has been completed.

How does the Call Committee learn about candidates abilities?

- ◇ From pastor/rostered leader’s profiles
- ◇ Interviews
- ◇ Contact personal references
- ◇ Seminaries
- ◇ Bishops



Step Six...

Call committee reviews profiles

The Call Committee reviews profiles matching gifts of candidates that enable the congregation to go where God is directing. The task of the Call Committee is to lay aside personal preconceived notions, and listen carefully for what is needed. This objectivity includes distinguishing between needs and wants and discerning what will challenge this people of God to grow toward the likeness of Christ himself. The Call Committee must also be objective about pastors/rostered leaders, their abilities, as well as their limitations.



Step Seven...

The interview process

The person (s) selected as the best match to the parish's needs is then invited to an interview by the Call Committee.

See appendix C & D for additional information on interviewing.

The pastor/rostered leader's agenda

As stated, the pastor/rostered leader comes at your invitation. You set the agenda for the visit. Once your agenda is completed, there should be opportunity for the pastor/rostered leader to ask his/her questions. In many cases, the pastor/rostered leader will choose to return a second time, at his/her own expense, to interview you.

Once the interview is complete, provide the candidate with a timeline for your decision.



Step Eight...

Prayer and Reflection

After the interview (s), the congregation and the candidate (s) take time to pray and reflect.



Step Nine..

Call Committee recommends candidate to council

Once a decision is made to move ahead or not with a candidate, the Call Committee chair informs the candidate promptly to allow all to move on.

1. Call Committee recommends candidate of choice to church council.

2. Church council acts on the recommendation of Call Committee.

A. If church council approves candidate, then:

- i. Choose to bring candidate back for interview with council.
- ii. Negotiate compensation, housing, etc.
(see synod compensation guidelines & appendix I.)
- iii. Draft Letter of Call along with the Definition of Compensation, Benefits and Responsibilities (see appendix I).
- iv. Sign the Letter of Call and send to the synod office for the bishop's review.

B. If church council rejects candidate, return to Step 7.

3. Call for a congregational meeting for a vote to call the candidate, and approve the Letter of Call.



Step Ten...

Congregational meeting

The congregation retains its authority in deciding who will be their pastor/rostered leader and is encouraged to interview that candidate before it makes its decision.

- Convene the congregational meeting: Review the pastor/rostered leader's credentials and present the proposed compensation package.
- The congregation votes by written ballot. Two-thirds of those present and voting must vote in favor of a call being sent. If two or more congregations are involved, each congregation must vote separately.
- The congregation council chair informs the candidate of the congregation's action. If the candidate did not receive a 2/3 votes in all congregations sharing the call, inform the candidate. Be ready to share the more obvious reasons for such a negative vote.



Step Eleven...

Candidate discerns

- If the congregation (s) vote to extend a call, complete the Letter of Call (see appendix I) and send the Letter of Call along with the Definition of Compensation, Benefits, and Responsibilities to the synod office for the Bishop's review.

The candidate takes time to discern if he/she feels this is God's calling for them. If the candidate accepts the call, he/she works together in ministry with the congregation to finalize moving arrangements and plan for the service of Installation.

If he/she discerns not to accept this call, the call committee informs the synod staff. Call committee returns to Step 7.

When a Pastor Says "Yes" (Steps 10 & 11)

- Inform the synod office of the pastor's/rostered leader's response and arrange a date for the Service of Installation.
- Plan an enthusiastic welcome for the new pastor/rostered leader (and family). Suggestions: Be on hand to meet them as they arrive in town! Provide name tags at their first service, special music. Print pastor/rostered leader vita in the bulletin. Put story in local papers. A parish meal, include an informal welcome by leaders.
- Introduce the new pastor/rostered leader to the community.
- At the first several council meetings, share specific congregational goals and give opportunity for council members and pastor/rostered leader to interact about the Letter of Call statements.
- Support each other's ministry on a continuous basis through pastor appreciations, encouraged time off, and sabbaticals.



Step Twelve...

Installation

After a Call is Accepted: Installation

The bishop, associate to the bishop, or conference dean participate in the Service of Installation.

- If the pastor/rostered leader moves within the synod, the conference dean may officiate at the Service of Installation.
- If the pastor/rostered leader moves into South Dakota from another synod, a member of the synod staff conducts the installation.

¹⁵ And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. ¹⁶ Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God. ¹⁷ And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

Col 3:15-17



Thanksgiving

Thanks Be to God for the partnership of congregation, pastor/rostered leader, and synod!

Appendix A

What happens at the Ministry Site Study?

After the Ministry Site Profile (MSP) is complete, a date and place is determined to hold the ministry site study. A letter will be sent to the Call Committee Contact Person with more information about the meeting, including the purpose and goals for the meeting.

The agenda for the one and a half hour meeting will consist of three main parts:

The bishop or one of the associates from the synod office will meet with your church council and Call Committee during the first hour of the meeting.

During the first half of the meeting each of the two Support to Ministries Committee representatives from your conference will meet with groups from your congregation—groups that represent the ministry currently happening or you would like to see happening. Each meeting will last about 45 minutes with the groups or if one group only, about an hour. Two rooms will be needed for these meetings. The entire congregation is invited.

During the second half of the meeting everyone will meet together. The synod representative will lead the meeting.

Note groups you'd like to meet together here:

<p>NOTES:</p>

Appendix B

Ministry Site Study sample questions:

- ◆ Describe your congregation: its uniqueness, its strengths, and its present challenges. How does this Committee/board/unit fit into the life of this congregation?
- ◆ What is unique and working well in this area of congregation life? What are you happy about and celebrate.
- ◆ Is there anything that is not working as well as it might?
- ◆ If you could call for one change, what would it be?
- ◆ How does your group depend on a pastor/rostered leader?
- ◆ Names of pastors/rostered leaders you'd like to consider for a call:
- ◆ Our next pastors/rostered leaders best gifts for ministry should be:

Small Group Questions may be:

- ◆ Present Activities—This year's objectives
- ◆ A current effort or project:
- ◆ Future Hopes and Dreams "One thing I'd like to see happen is:
- ◆ Regarding the pastor/rostered leader—How is a pastor/rostered leader involved and depended upon in your committee?
- ◆ How would you like your new pastor/rostered leader to be involved?

Questions for Youth:

- ◆ What's happening in your present youth program?
- ◆ What would you like to see happen?
- ◆ What are the greatest needs (unmet) of young people in your church?
- ◆ How did you identify with your previous pastor/rostered leader?

Appendix B (continued)

- ◆ How would you like your new pastor/rostered leader to relate to youth?
- ◆ Our new pastor/rostered leader must be good at:

Getting ready for the Ministry Site Study

Here are some questions for you to think about as you prepare for the ministry site study:

1. How is it going for you as a person?
 - a. Are you growing in faith?
 - b. In your knowledge of the Lord Jesus Christ?
 - c. In what ways do you personally need to be challenged so that you can grow into the fullness of the stature of Christ?
2. How is it with your congregation?
 - a. Is it “alive” doing what Christ would be doing if he were here?
 - b. What is the best thing that has happened to you because you are a member of this congregation?
3. As you look ahead for the next 5 to 10 years, what would you like to see your congregation concentrate on in a special way?
4. In 25 words or less, complete this statement: “I think the purpose of our congregation is to....”

Come to the ministry site study to ask your questions and add your thoughts!

Appendix C

The interview...

Once a candidate (s) has been selected by your call committee, the interview is meant to help members become acquainted in a personal way. It will enable leadership people to ask questions that give more information about areas that were not completely clear in the profile.

Before your interview

Invitation

An invitation to the candidate (s) via telephone should be issued immediately. If the candidate is married, invite the spouse and family as well. Once a date is set for the interview, arrange for hosts to meet the pastor/rostered leader, provide meals and housing. The congregation is responsible for reimbursing the candidate for costs incurred in coming.

A sample of the voucher is provided below.

Sample Voucher	
Call Committee Interview Expense Voucher	
Name of pastor:	_____
Mailing address:	_____ _____
Date of interview:	_____
Place of interview:	_____
Car round trip _____ miles @ IRS guidelines/mile	_____ \$
Lodging expenses	\$ _____
Meals	\$ _____
Total expenses to be reimbursed from the congregation	
to the pastor	\$ _____

Appendix C (continued)

The Setting

Normally the church council conducts an in-depth interview. They may be joined by program leaders if desired. This formal interview will last at least an hour and even up to three hours. It is important, however, to provide an opportunity for rank and file members to meet with the candidate informally (over coffee).

An alternative is to meet in a large group and invite persons to write their questions. The church council or council leaders could cull questions into categories and give the pastor/rostered leader an opportunity to respond to the questions of their choice.

Prepare!

This pastor/rostered leader is coming at your request. It is for you to determine the agenda. Plan what you need to ask. What do you need to know in order to make a wise decision on behalf of your congregation? (Some congregations have used a mock interview effectively in preparation of an interview.)

GETTING STARTED

Ask the pastor/rostered leader to give a short opening statement about him/herself, describing where born, family background, education, college and seminary information, previous jobs, hobbies, etc.

Specific questions from congregational leaders should follow. These should be planned so that different questions are asked, enabling the pastor/rostered leader to reveal his/her perspective on specific issues, and reveal gifts, strategies this pastor/rostered leader might employ to meet a specific problem.

An ordained minister of this church shall be a person whose commitment to Christ, soundness in the faith, aptness to preach, teach and witness, and whose educational qualifications have been examined and approved in the manner prescribed in the documents of this church; who has been properly called and ordained; who accepts and adheres to the Confession of Faith of this church; who is diligent and faithful in the exercise of the ministry; and whose life and conduct are above reproach. An ordained minister shall comply with the constitution of this church.

ELCA Constitution Chapter 7.22 Page 22

Appendix C (continued)

(See “Interview Questions,” Appendix D)

Talking about compensation

The following is conducted during an executive session of the council interview as a personnel matter.

It is appropriate to consult synod guidelines and to give information to the candidate about your financial parameters. Do not ask the candidate, “What is your present salary?” Rather, say, “Our parish is committed to synod guidelines. The guidelines for a pastor/rostered leader of your experience is in the neighborhood of \$_____. Would such a base salary offering free you to consider the call to our congregation on the basis of its ministry challenge?”

Or: You might say, “Our congregation is not without financial limitations. Our budgeting allows us to offer compensation in the neighborhood of \$_____. Would such a base salary offering free you to consider the call to our congregation on the basis of its ministry challenge?”

Keep the conversation general. Your purpose in asking questions is to ascertain if congregation and candidate are similar in their thinking about compensation.

Write questions here:

Appendix D

Interview Questions

One way to go about interviewing a prospective pastor/rostered leader is to use information from the official Letter of Call. Invite the pastor/rostered leader to reflect on preaching, teaching, pastoral care, visiting, worship concerns, joys and attitudes towards the ministry beyond the congregations, etc.

Another way would be to ask question of the pastor's/rostered leader's sense of call and ministry:

Why did you choose to be a pastor/rostered leader?

Is there any specific event that has shaped your life and faith?

What does it mean to be a good pastor/rostered leader in the world today?

What do you enjoy most about parish ministry?

What do you enjoy least?

One easy way to get inside the head and heart of a pastor/rostered leader is to pose a problem:

EXAMPLE 1:

It is Friday afternoon and you are working on your sermon for Sunday. A parishioner stops by unannounced and wants to talk. You are pressed for time and have hospital visits to make. What do you do?

EXAMPLE 2:

A rather important member of the congregation asks you to baptize his grandson the following Wednesday because that's the only day his son and family will be here before they return to their home in another state. What will you do?

EXAMPLE 3:

The treasurer reports there isn't enough money to pay the bills. "Besides that, we're way behind on our Mission Support." What do you do as a pastor/rostered leader?

Appendix D (continued)

Write your problem questions here to ask during the interview:

Appendix D (continued)

Questions Others Have Asked

1. Considering today's world and our American culture, what do you think the church should be saying and doing? Is there anything special that we as Lutherans ought to be saying and doing?
2. Ideally speaking, what are the two or three top priorities that the local congregation needs to be busy about in the world today?
3. How do you see yourself as a leader in a congregation? Does leading mean initiating programs, ideas, and suggestions, approving them, implementing them? What is the place of the lay member in this decision making and implementation process?
4. How do you deal with conflict? If a parishioner comes to you with a complaint that a Sunday School teacher is not doing his/her job, what would you do with that complaint?
5. What kind of calling and visitation is important for a pastor to do, is that ministry on a par with preaching and teaching?
6. How do you see yourself involved in the community? How are you involved in the community where you now live?
7. What is the philosophy in ministering to teenagers in a congregational setting?
8. Describe the ideal confirmation program.
9. What are some of the things a pastor/rostered leader can do to attract a person who does not come to church, does not bring children to Sunday School, and does not otherwise seek the help of the pastor/rostered leader ?
10. What do you hope to be doing 10 years from now?
11. What kinds of continuing education events have you attended in the last two years?
12. What do you want to know about us?

Appendix E

Rostered Leaders of the church

Leaders who have been called to serve in the ELCA serve on one of four “rosters” (lists) to carry out the ministry and mission of the church, sharing God’s boundless love with the world.

1. Ordained ministers, or pastors, serve to offer the sacraments and to lead the proclamation of the Gospel.
2. Associates in Ministry are partners in ministry commissioned to serve in congregations and other ministries of the ELCA.
3. Diaconal ministers are consecrated leaders whose vocation is lived-out in both church and world.
4. The ELCA Deaconess Community supports women who are consecrated for service to the church.

From chaplains to interim ministry to campus ministry, the ELCA calls rostered leaders to specialized calls within this church.

Continuing Support for Your pastor/rostered leader

Spiritual Life

The family

The parish

The community

Pastoral conference

Synod staff and the Support to Ministries Committee

Continuing education

The ELCA Conference of Bishops

Region III

Appendix F

The Call Committee

- The Call Committee facilitates the work of the process in this booklet.
- Refer to your congregational constitution for your particular rules on forming your Call Committee.
- The makeup of the committee should be representative of your congregation in age and gender.
- Name a chairperson or a contact person and provide the synod office with their contact information, including an e-mail address since rostered leader profile information will be provided by that means.
- Members should pledge themselves to conduct their work within the following ethical guidelines:
 - o Discussions held within the committee, stay with the committee. Names of potential candidates will not be given to members of the congregation until the name is presented for a congregation wide interview or a meeting is held to vote on extending a call.
 - o The committee will exercise due diligence in contacting the references, provided by the pastor.
 - o The committee will not contact people who are not listed as references, such as friends and relatives who happen to live in a candidate's present call.
 - o The committee will insure the congregation pays the expenses of candidates it invites for interviews.
 - o The committee chair will keep the candidate informed of all decisions made by the committee, or congregation concerning the candidate.
 - o The committee completes Call Committee Interview Response Form to return to the synod office and provides each candidate with a Candidate Interview Response Form to return to the synod office.
- The Call Committee members are encouraged to form the Mutual Ministry Committee for the first year of the new pastor's call. (See synod compensation and guidelines booklet page 1)

Appendix G

South Dakota Synod ELCA Manual for Congregations in Transition (August 2009)

The Need for Interim Ministry

Life is a series of transitions from birth to death. At best, transition, though painful, can provide individuals and communities with a time of reflection, vision and opportunity to effect creative change. At worst, transitions can be disruptive and discouraging, leaving individuals and/or communities drained of spirit or hope. In all instances, transitions are made easier if there is a system of nurture and support in place to assist, coach, mentor or advise the individual and/or community through the time of transition. For individuals this support and nurture may come from parents, friends, partners and/or colleagues. For communities this support and nurture is more formalized and may be provided by someone who is appointed, elected or hired to assist the community in transition. When a pastor leaves a congregation, for whatever reason, the congregation experiences a loss. This loss, when acknowledged, can best be resolved during the time of transition before a new pastor is called and installed. An interim pastor, appointed by the bishop, in consultation with the church council, will provide support and nurture when needed during the transition by assisting, coaching, mentoring and/or advising the congregation during its transition period.

The Purpose of Interim Ministry

The purpose of Interim Ministry is to provide word and sacrament ministry and appropriate effective pastoral leadership from the time the current pastor leaves and the arrival of a new pastor. There are two general types of interim ministry.

Supply Interim—a typical interim usually follows pastoral retirement or resignation.

The basic interim ministry tasks are coupled with the Synod's Support to Ministries Committee process and will be the interim's primary focus.

May not serve full time

Has little or no training in transition facilitation.

Often only covers basic pastoral functions.

May not be aware of the issues surrounding the congregation.

Rarely deals with grief processes.

Intentional Interim—an intentional interim follows a pastoral retirement or resignation that was preceded by a long and difficult period of congregational conflict or as a result of a disciplinary action. An intentional interim is also appropriate following an unusually long and successful ministry by the former pastor. Experience has shown that these and similar situations need to be addressed in an intentional way in order that the congregation can move forward with confidence.

Part-time to full-time status provides stability and reduces anxiety.

Has special training and experience in effective transition facilitation.

Helps make the transition time an ideal time for dramatic renewal.

Can deal with past problems, creating stronger internal structure and visioning.

Helps congregations and individuals handle their grief - especially in instances where there has

Appendix G (continued)

been conflict or breach of trust.

The Interim Pastor

Interim Ministry is a specialized form of the ordained clergy. An Interim Pastor comes from the roster of ordained clergy of the Evangelical Lutheran Church in America (ELCA) or denominations with which we share ordained leadership.

The Tasks of Interim Ministry

The Interim Pastor encourages the congregation to review its history and evaluate it. It is a time to analyze present realities and real possibilities for ministry and mission.

When a pastor leaves a congregation, new patterns of lay involvement often arise. Persons who have been actively involved may step back; others may step forward. Thus, the interim period can be a time when development and preparation of lay leadership calls for special attention.

The interim period usually brings a congregation into a closer and more frequent contact with the Bishop, the synodical staff, and churchwide resources. Through the call process, the congregation has the opportunity to evaluate and recommit to its relationship with the South Dakota Synod, the Evangelical Lutheran Church in America and other churchwide expressions.

During the interim ministry period, a congregation can ready itself spiritually in order to enter into partnership with a new pastoral leader. Renewed commitment to the Gospel is a primary goal in the time of transition.

The Interim Pastor helps the congregation to work with the changes in lay leadership that often comes with a change in pastoral leadership. This transition time can serve as a time to bring closure to the previous pastoral leadership and to enable the congregation to welcome new leadership with openness and vision.

The Interim Pastor assists the congregation in developing an awareness of its own style and gifts within its membership that will continue and expand the parish's well being.

The Interim Pastor with his/her own style of ministry opens up the possibilities for the congregation to accept and welcome other styles of pastoral ministry.

The Interim Pastor may be asked by the bishop to assist in the Support to Ministries process and development of the congregational mission profile.

The Interim Pastor carries out the responsibilities as stated in the Covenant For Interim Pastoral Ministry.

THE PROCESS OF APPOINTMENT TO INTERIM MINISTRY

When a pastoral vacancy occurs, the congregational leadership informs the Synodical Bishop's office.

The Bishop or representative of the Bishop consults with the congregational leadership to determine the needs of the congregation during the interim and how best to arrange for continuing pastoral leadership during the transition period. In congregations where there is multiple staff and other clergy under call, this consultation will seek to involve these persons in determining the needs for interim leadership.

The Bishop selects and recommends an interim pastor.

Once the Interim Pastor has been selected and appointed, the Interim Pastor works under an agreement

Appendix G (continued)

called an Interim Covenant (see appendix G), that is developed in consultation with the Bishop's Office and the congregation leadership. This Covenant includes:

Mutual agreement of pastor and congregation to fulfill the goals of the congregation and stay within the guidelines of the constitution and by-laws of the ELCA.

The Interim Pastor's duties include a working relationship with the congregation's staff.

The congregation's responsibility includes compensation to the Interim Pastor. Salary is based on the salary package of the former pastor.

The synod's responsibilities to the congregation and the Interim Pastor.

A time frame in which the Interim Ministry will be completed.

The Interim Pastor will be in close contact with the Synod Staff and the congregational leadership throughout the interim. The Interim Pastor will provide quarterly progress reports (see appendix B), attend the monthly Synod Interim Ministry Gatherings and participate in a mutual mentoring relationship.

The Synod will provide a general orientation to interim ministry for all new interim clergy, including an understanding of the difference between interim ministry and settled ministry.

The Interim Pastor will not be available as a candidate for a regular call to the congregation.

It is recommended that the congregation establish an interim mutual ministry Committee as a way to support the interim pastor and as a means to enhance communication in this time of transition.

The Interim Pastor's tenure will be complete when a new pastor has accepted the Call to be pastor of the congregation.

In order to acknowledge the beginning and completion of the interim process, the congregation will include litanies of welcome and farewell to the interim pastor during worship.

“Why Can't We Call Our Interim Pastor?”

The essential tasks that need to be addressed during an interim period may not get the attention that they really need. For example, calling the Interim might interfere with doing the necessary grief work regarding the loss of a former pastor. Also, an Interim Pastor may need to do some things in the interim period that he/she would not do if anticipating the roles as the “permanent, settled pastor.”

The Interim has a leading advantage over other persons who might be interested in the vacancy. This raises a question of fairness of all prospective candidates.

While the Interim may be favorable to most members—some may have developed some dislikes. This raises the concern about a built in resistance right from the start.

If the Interim is considered along side other candidates and then not chosen, this could cause hurt and also a “Lame Duck” conclusion of the Interim's pastorate.

Such a practice could put into motion the idea that Interim Ministry is just a stepping stone in the call process.

Calling a trained interim specialist and his/her acceptance would remove this person from the small pool of people who are trained and able to serve in this capacity as an interim.

The Interim Pastor is a member of a network of people who have mutually agreed to this principle. To accept such a call would be perceived as the Interim going against his/her world. *Note: The material for this manual was taken from the ELCA, SD Synod, and South Dakota Synod Interim Ministry documents.*

Appendix H

THE EVANGELICAL LUTHERAN CHURCH IN AMERICA SOUTH DAKOTA SYNOD

LETTER OF APPOINTMENT AND COVENANT FOR INTERIM PASTORAL MINISTRY

(name of interim pastor)

In the name of the Father, and of the Son and of the Holy Spirit. Amen.

Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to serve as ministers in word and deed, sharing God's reconciling love. So it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares the good news, cares for those in need and witnesses to the power of God's love.

The Evangelical Lutheran Church in America holds the congregation and the office of ordained ministry in high regard. Consequently this church body invests substantial resources in support of the congregations during times of change in pastoral leadership. The congregation council and the synod bishop plan for pastoral ministry during the time of pastoral vacancy.

The Evangelical Lutheran Church in America provides for the appointment of interim pastors by the synod bishop with the consent of the congregation council.

[See C9.06 and C9.07 of Model Constitution for Congregations]

The interim pastor ensures the integrity of the Word and Sacrament ministry and provides the following:

- ◆ Enabling transition from then extended service of a previous pastor to the succeeding pastor.
- ◆ Helping congregations that have recent or long-term histories of conflict or face a particular crisis.
- ◆ Expediting any special transition the congregation must make as it reacts to a changing environment.
- ◆ Providing ministry at a time when the congregation is open to reflection and change.
- ◆ Matching the special skills of a particular pastor with the special needs of a congregation in transition.

WE AGREE TO:

Receive you as our interim pastor, uphold you in prayer and accord you our love, respect and good will.

Accord you all the rights and duties in the congregation of a regularly called pastor during the interim period; and understand that the synod interim pastor may delegate the same in part to a "vacancy-supply pastor" with the consent of the bishop of the synod. [See C9.07 of Model Constitution for Congregations.]

Appendix H (continued)

Look to you to preside at baptisms, celebrations of Holy Communion, and all other rites of the church.

Receive your pastoral and administrative leadership for the various meetings, activities and organizations of the congregation.

Not consider you as a candidate for regular call to this congregation during and immediately after your time of interim service.

Refrain from asking you to involve yourself in our call process except as requested by the synod bishop or his representative.

Help you begin your exit period when the call process for a regularly called pastor is well under way.

Honor the normal work-week for an interim pastor which is similar to a regularly called pastor, usually five days per week. [See synod guidelines]

Contract with you during your six-week entry period regarding specific goals on which we will work together during this interim period.

WE TOGETHER WILL:

Examine the history of the congregation and work through the transition emotions that usually follow the departure of a pastor.

Seek to confirm and identify current issues facing the congregation and develop ways of dealing with them.

Develop a vision for the interim period and provide leadership to complete this mission.

Examine the congregation's linkage with conference, synod, churchwide units, and the resources that may be available for our ministry.

Prepare for the arrival of the new pastor.

Subscribe to the constitution and bylaws of the Evangelical Lutheran Church in America and to the constitution(s) and bylaws of the congregation(s).

During the interim, agree to address the following concerns:

- a. _____
- b. _____
- c. _____
- d. _____

Appendix H (continued)

WE ALSO AGREE TO:

Pay you a salary of \$ _____ per month consistent with the South Dakota Synod Guidelines, and our present budgeting for the position you are filling.

Provide for your interim site housing with: (Please check one, whichever applies)

_____ a parsonage including all necessary utilities; or

_____ another temporary residence free of charge and pay all necessary utilities.

_____ housing allowance \$ _____ per month

Pay a Social Security reimbursement in the amount of _____ per month.

Provide for pension, disability and medical-dental coverage through the ELCA plan in the amount of _____ per month.

Grant you 6 days and 1 Sunday of sabbatical/vacation leave within each 10 weeks of interim service; taken at your discretion at a time causing minimum disruption for the congregations schedule.

Grant you continuing education leave as negotiated with the interim pastor and council president.

Pay out a travel reimbursement of _____ cents per mile (or IRS rate) for travel related to our common ministry.

Pay you the same mileage rate to and from your home base for a trip home every other week and one vacation week trip within each 10 weeks of interim service.

Pay expenses, not otherwise provided for, incurred in attending Synod Assemblies, Conference Meetings, Pastor's Conferences and other official meetings at which your attendance is required as pastor of this congregation.

Pay your moving expenses as follows:

ENTRY: Mileage from home base or last interim site; plus the cost of a U-Haul type vehicle, if needed, at the discretion of the interim pastor.

EXIT: Mileage to home base if not paid by the next interim site; plus the cost of a U-Haul type vehicle, if needed, at the discretion of the interim pastor.

In testimony of the COVENANT, we have subscribed our names of this _____ day of _____, 20_____.

(President)

(President – multiple congregation parish)

(Council Member)

(Council Member)

Appendix H (continued)

Accordingly, _____
Congregation Council(s) and the Bishop of the South Dakota Synod of the Evangelical Lutheran Church in America appoint you to serve as

INTERIM PASTOR OF

From _____ to _____

According to the following conditions and mutual covenants as described in the accompanying COVENANT to this LETTER OF APPOINTMENT.

Please acknowledge receipt of this Letter of Interim Appointment and the following Covenant for Intentional Interim Pastoral Ministry. As you consider this appointment, may the Holy Spirit guide you.

It is sincerely hoped that you may find it to be in accordance with God's will to give this appointment your immediate and affirmative response.

This appointment will terminate when a new pastor has accepted a regular call to this parish or may be terminated by the interim pastor, congregation council, or the synod bishop with the appropriate 30 days notice.

We pledge you our prayers, our love, our esteem, and our personal support. In testimony to this appointment, we have subscribed our names on the _____ day of _____, 20_____.

(President)

(President – multiple congregation parish)

(Council Member)

(Council Member)

Correspondence should be sent to: _____

Telephone: (_____) _____
(cell) (_____) _____

(home) (_____) _____
Email: _____

ATTESTED BY: _____ (Date) _____
(Bishop of the South Dakota Synod)

ACCEPTED BY: _____ (Date) _____
(Interim Pastor)

Appendix I

LETTER OF CALL

TO AN ORDAINED MINISTER OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA
IN THE NAME OF THE FATHER,
AND OF THE SON, AND OF THE HOLY SPIRIT. AMEN.

(Name)

With prayer for the guidance of the Holy Spirit to do God's will,

(Congregation)

(Location)

a congregation of the

(Synod Name)

of the Evangelical Lutheran Church in America

meeting on

(Date)

extends to you this call to serve as

(Position)

We call you to exercise among us the ministry of Word and Sacrament which God has established and which the Holy Spirit empowers: To preach and teach the Word of God in accordance with the Holy Scriptures and the Lutheran Confessions; to administer Holy Baptism and Holy Communion; to lead us in worship; to proclaim the forgiveness of sins; to provide pastoral care; to speak for justice in behalf of the poor and oppressed; to encourage persons to prepare for the ministry of the Gospel; to impart knowledge of the Evangelical Lutheran Church in America and its wider ministry; to endeavor to increase support given by our congregation to the work ' of our whole church; to equip us for witness and service; and guide us in proclaiming God's love through word and deed.

In accepting this call, you hereby promise to fulfill this pastoral ministry in accord with the standards and policies for ordained ministers of the Evangelical Lutheran Church in America. Therefore, be diligent in the study of Holy Scripture, in use of the means of grace, in prayer, in faithful service, and in holy living. With this call, we pledge our prayers, love, esteem, and personal support for the sake of the ministry entrusted to you by God and for our ministry together in Christ's name. Specific responsibilities, compensation, benefits, and conditions of this call are contained in a document related to this call. In testimony of this call, we have subscribed our names on behalf of the congregation on this ____ of _____, A.D.

President

Secretary

Attested by _____

Bishop of the _____

Date of bishop's signing _____

Definition of Compensation, Benefits and Responsibilities of the Pastor

Prepared by _____

For the Reverend _____

For the period _____ to _____

A. COMPENSATION

The congregation will provide the following annual compensation:

- | | |
|---|----------|
| 1. Base Cash Salary | \$ _____ |
| 2. Housing allowance <i>(if provided)</i> | \$ _____ |
| 3. Self-employed Social Security payment allowance <i>(if provided)</i> | \$ _____ |
| 4. If a parsonage or other housing is provided: | |
| a. Utilities allowance | \$ _____ |
| b. Furnishings allowance | \$ _____ |
| c. Housing equity allowance | \$ _____ |

B. PENSION AND OTHER BENEFITS

The congregation will sponsor the pastor in the Pension and Other Benefits Program of the Evangelical Lutheran church in America, which provides retirement, disability, survivor, and medical-dental coverage. *(Sponsorship will include medical-dental coverage for the pastor's spouse and children unless they have other employer-provide group medical insurance coverage and the pastor consents to waiving medical-dental coverage for them under the ELCA Pension and Other Benefits Program.)*

1. ELCA Pension at _____ % of defined compensation
2. ELCA Medical-and-Dental Insurance *(check one below)*:
3. Other insurance or benefits: _____
 - a. Member only
 - b. Member and spouse
 - c. Member and children
 - d. Member, spouse and children
 - e. Coverage waived

C. EXPENSES

The congregation will provide for the following expenses related to this pastor's ministry.

1. Automobile and travel allowance _____
2. Other professional expenses _____
3. Expenses for official meetings of synod, as reimbursed
4. Continuing education *(\$1,000 recommended; minimum \$700 from calling source)* _____
5. Other (_____)
6. Pay the moving expenses to this field of service as follows: _____

D. AGREEMENT

- 1. Vacation time of _____ days per year, including _____ Sundays;
- 2. Continuing education time of _____ weeks per year (*recommended minimum of two weeks per year that may be accumulated up to three years, as reflected in a continuing education agreement developed by the pastor and congregation council*);
- 3. Participation in a First-Call Theological Education Program, where applicable;
- 4. Ongoing care through a Mutual Ministry Committee;
- 5. Up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled*;

And

- 6. Where applicable, parental leave up to six weeks with full salary, housing and benefits.

E. OTHER PROVISIONS

Special emphases of the pastor and special encouragement by the congregation:

- 1. During this time period, the pastor will give special attention in ministry to the following:
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
 - (e) _____
- 2. The congregation will encourage this pastor's ministry in the following ways:
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
 - (e) _____

F. OTHER MATTERS

(Such as accountabilities, service on synodical or churchwide boards and committees, work in churchcamp programs, or other such details) _____

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.

Congregation President

Council Secretary

Date: _____

I certify that I accept the above statement:

The Reverend _____ Date of signature: _____

Appendix J

CONFERENCE DEAN DESCRIPTION

POSITION: Conference Dean

QUALIFICATIONS: Ordained clergy from the conference that elects. The Support to Ministries Committee believes consideration should be given to the person's experience within the conference, skills in group processes, and experience in leadership.

TERMS OF OFFICE:

The term of office is four years, with no consecutive re-election.

DUTIES AND RESPONSIBILITIES:

The Conference Dean shall:

1. Serve as the clergy representative on the Support to Ministries Committee and Synod Nominating Committee.
2. Maintain strict confidentiality in all personnel matters.
3. Participate in the ministry site study process used within the synod to gather information and prepare a written report for consideration by the Committee. The report is to be submitted to the synod office within three days of the ministry site study.
4. Attend regular and special meetings to receive reports from studies of parishes/congregations seeking pastoral and/or lay staff and review the state of the synod. Attend meetings of the congregations within the conference called for the purpose of presenting the recommendations of the committee. In the case of phone conference meetings, all reports are to be sent at least one week in advance via e-mail or regular mail.
5. Visit with pastors, lay staff, and congregational leadership when need and opportunity (e.g. attend pastor's conferences) exists to consider needs, concerns, problems and possibilities. This is to be shared at meetings.
6. Be a good listener within the conference, alert to congregational or pastoral family celebrations or problems
7. Notify the synod office of births, deaths, illnesses and other vital events in pastors' families of the conference.
8. Confer with congregations within the conference, particularly during a vacancy.
9. Ordinarily install parish staff (called pastors, AIM, SAM and TEEM members) within the conference, except those moving from outside the synod who should be installed by the Bishop or his/her associates.
10. Assist the bishop and staff as requested.
 - a. in congregations where there is congregational-clergy conflict.
 - b. In conflict situations between clergy and spouse.
11. Make a concerted effort to be acquainted with all clergy within the conference, attempting at least one visit with each pastor (preferably within that pastor's parish) during the four-year term.
12. Conduct exit interviews of pastors and the congregation's call committee and/or council as requested by synod staff.

Appendix J (continued)

13. Respond to requests from congregations that seek recommendation to fill staff positions.

FINANCIAL CONCERNS:

1. The Conference Dean shall serve without remuneration.
2. The synod shall be responsible for:
 - a. Committee meeting expenses
 - b. Travel reimbursement for Ministry Site Study and/or meetings with Call Committee
 - c. Participation in the installation of clergy within the conference, and other expenses, if needed. Synod will cover pulpit supply expense for installations.

TIME REQUIREMENTS;

1. The Support to Ministries Committee ordinarily meets six times each year, usually for one or two days except when utilizing a phone conference.
2. Ministry site studies and presentations are scheduled, as needed, each one taking an afternoon and/or evening.
3. It is required that the Conference Dean make it a high priority to attend/conduct all the Installations, and will usually require a Sunday morning, afternoon, or evening.
4. Consultations with congregations or pastors will require about a week of working time each year.
5. Phone call with Bishop and/or associate on the off months as a means of checking in and reporting on conference meeting attendance.

References from *South Dakota Synod, Constitution and Bylaws*, about Support to Ministries Committee 9/09

South Dakota Synod Constitution S.13.11.10. Congregations

When filling such a vacant position it is expected, but not required, for the congregation to use the service of the Committee for Support to Ministries. S11.01.58. Committee for Support to Ministries

The Committee for Support to Ministries shall be composed of the Bishop, the Assistants to the Bishop, and two persons, one lay person and one ordained minister, elected by each conference. Conference elected members shall serve four-year terms with no consecutive election. Vacancies of conference elected members shall be filled by the conference in which the vacancy occurs.

The Committee for Support to Ministries shall:

- a. Assist congregations in calling of pastors and the placement of associates in ministry.
- b. Assist in carrying out the responsibilities assigned to the bishop in +S8.12c., +S8.12.i., +S14.12., and S14.18.; and to this synod in +S6.03.a. and +S6.03a (3) and in 9.21.a. and 9.21.a. (4) of the ELCA constitution.
- c. Designate the ordained ministers of this board to serve as deans of the respective conferences'. Duties of the dean include providing information about pastors' availability for call from the conference and representing the bishop at installations in the conference and other duties the bishop may assign.
- d. Provide annually for a committee to review and recommend compensation and benefit guidelines of this synod.
- e. Provide for programs and activities of a spiritual, theological, supportive and practical nature for rostered personnel in partnership with regional centers for mission and churchwide agency of the ELCA.
- f. Cooperate with the Division for Ministry, Department of Human Resources, and Conference of Bishops of this Church in the support of persons and congregations engaged in ministry within this synod.

Appendix K

CONFERENCE LAYPERSON DESCRIPTION

POSITION: Conference Layperson

QUALIFICATIONS: The layperson must be an active member of a congregation within the conference that elects. The layperson should have or should develop a strong understanding of the nature of pastoral and lay staff ministries and of the need of local congregations/parishes for such ministries. It would be helpful if the layperson has had significant experience in local congregational leadership. The layperson should have or should develop skills in group processes and in writing reports involved in parish studies.

TERMS OF OFFICE:

The term of office is four years, with no consecutive reelection.

DUTIES AND RESPONSIBILITIES:

The conference layperson shall:

1. Serve as a representative on the synod Support to Ministries Committee.
2. Maintain strict confidentiality in all personnel matters.
3. Participate in the ministry site study process used within the synod to gather information and prepare a written report for consideration by the committee. The report is to be submitted to the synod office within three days of the ministry site study.
4. Attend regular and special meetings to receive reports from studies of parishes/congregations seeking pastoral and/or lay staff, to consider names of persons as possible candidates for call to fill such positions, and to participate in a discussion to select persons to be recommended to congregations. In the case of phone conference meetings, all reports are to be sent one week in advance via e-mail or regular mail.
5. Visit with pastors, lay staff, and congregational leadership when need and opportunity exists to consider needs, concerns, problems and possibilities.
6. Be a good listener within the conference, alert to congregational or pastoral family celebrations or problems.
7. Notify the synod office of births, deaths, illnesses and other vital events in pastors' families of the conference.
8. Confer with congregations within the conference, particularly during a vacancy.
9. Attend the installation of parish staff (called pastors, AIM, SAM and TEEM members) within the conference.

FINANCIAL CONCERNS:

1. The conference layperson shall serve without remuneration.
2. The synod shall be responsible for:
 - a. Committee meeting expenses

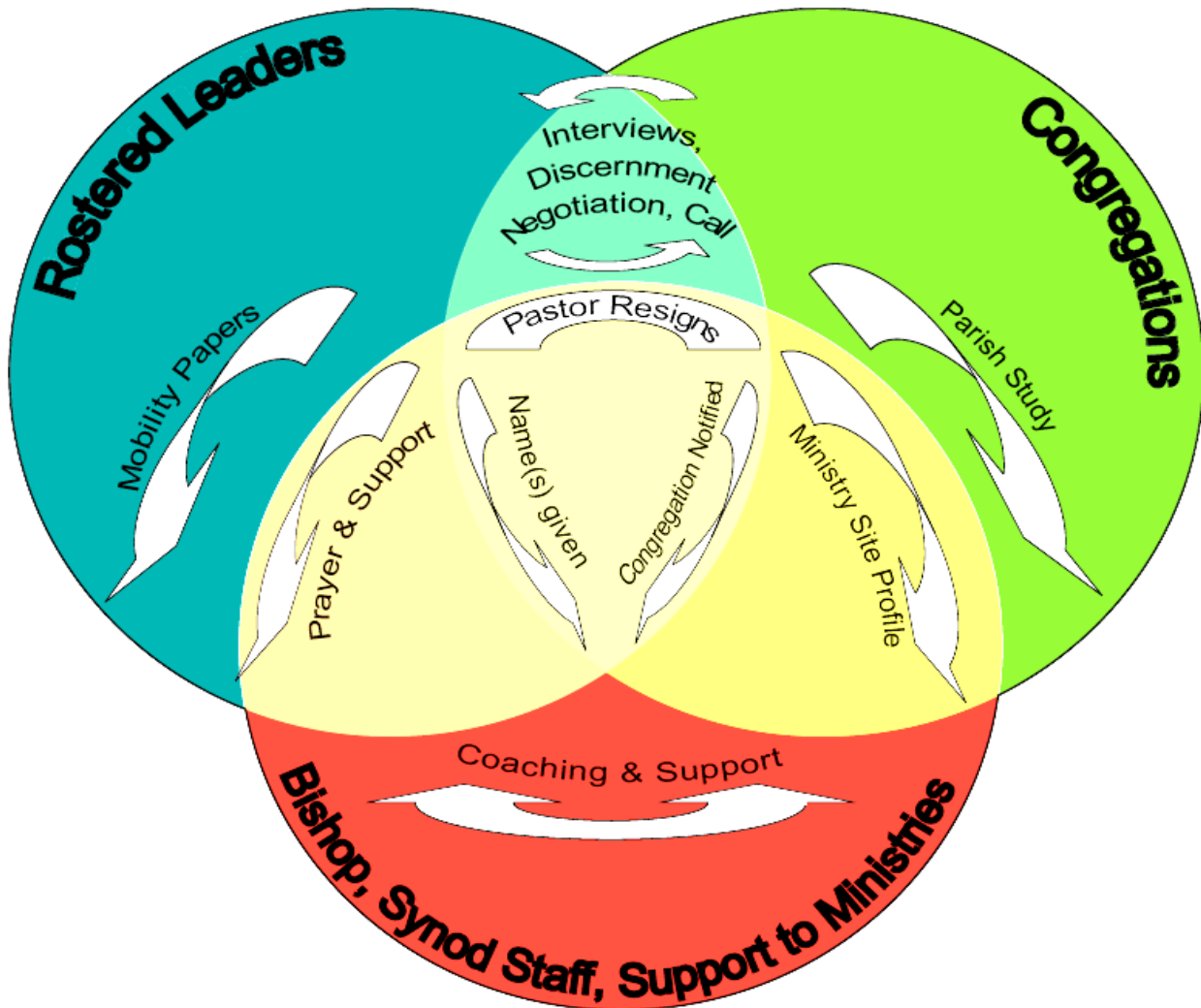
Appendix K (continued)

- b. Travel reimbursement for ministry site study and/or meetings with the call committees.
- c. Attendance at the installation of clergy within the conference, and other expenses, if needed.

TIME REQUIREMENTS;

1. The Support to Ministries Committee ordinarily meets six times each year, usually for *one or two* days except when utilizing a phone conference.
2. Ministry site studies and presentations are scheduled, as needed, each one taking an afternoon and/or evening.
3. It is recommended to attend all installations, and will usually require a Sunday morning, afternoon, or evening.

Together in ministry



South Dakota Synod Staff

Bishop, The Rev. David B. Zellmer

Susan Marone, AIM. Associate to the Bishop

The Rev. Bill Tesch, Associate to the Bishop,
Director of Evangelical Mission

Sandy Cheney, Candidacy and Mobility Office Administrator

South Dakota Synod ELCA

Augustana College

2001 South Summit

Sioux Falls, SD 57197

605-274-1011

Call Process Check List

- Inform the synod office of your pastoral /rostered leaders opening
- Arrange for pastoral /rostered leaders assistance during the transition
- Learn about your congregation and the direction the Holy Spirit is leading
 - Review your congregations constitution/parish agreement
 - Create a Call Committee representing your parish according to your constitution
 - Complete a ministry site profile
- Ministry site study
 - Representatives from the synod office and your conference Support to Ministry Committee representatives meet with your congregation
 - Your congregation tells Support to Ministries about the kind of ministry you want and need
- Candidate names and profiles
 - Synod staff and Support to Ministries Committee considered possible names
 - Possible matched candidates are asked of their interest in the site
 - Candidate profiles are sent to the Call Committee for their review
- Call Committee reviews profiles
- Interview process
 - The Call Committee sets up candidate(s) interviews
 - Call Committee interviews candidate(s)
- Prayer and reflection
- Call Committee recommends candidate to council
 - Council interviews candidate
 - Council makes recommendation to congregation
- Congregational meeting
 - Candidate attends congregational meet and greet
 - Congregation votes Yes or No to extend a call to the candidate
- Candidate discerns
- Installation
 - The pastor and congregation begin their mutual commitment to do ministry together

Thanks Be to God for the partnership of congregation, pastoral /rostered leaders, and synod!



South Dakota Synod
Evangelical Lutheran Church in America
God's work. Our hands.

*Thanks Be to God
for the partnership of
congregation, pastor/rostered leader, and synod!*