



Northern Illinois Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Call Process Outline

The following is a general outline of the call process for a pastor in the Northern Illinois Synod. Local circumstances may require variations.

1. Pastor resigns.
2. An exit interview is conducted at the discretion of the bishop and synod staff liaison.
3. Examination of congregation's records is discussed.
4. Synod staff liaison meets with Congregation Council to determine vacancy needs, discuss appointment of an interim pastor and the call process.
5. Congregation Council negotiates a contract with the interim pastor.
6. Congregation Council determines process for completing the Ministry Site Profile.
7. A call committee is elected or appointed as determined by the congregation's constitution.
8. Ministry Site Profile is submitted electronically.
9. Congregation Council receives feedback on profile from synod staff liaison.
10. Synod staff liaison meets with call committee to discuss committee responsibilities and to coach effective interviewing.
11. Synod staff liaison provides name(s) and Rostered Leader Profile(s) of potential candidate(s) to the call committee. In the case of a first call candidate only one name is submitted. In the case of an associate or assistant pastor generally only one name is submitted to the senior pastor who reviews the candidate's information and interviews the candidate. If the candidate is viable, the name is then forwarded to the call committee.
12. Call committee interviews candidate(s) and arranges to hear candidate(s) preach. Synod staff liaison arranges neutral preaching point(s), if necessary.
13. Call committee chooses one candidate to recommend to Congregation Council. Candidate's Rostered Leader Profile and other information are shared with council. All of the remaining candidates are released from the process either in writing or by phone by the call committee chair. If no candidate is selected, the synod staff liaison meets with the call committee to discuss situation and additional candidate(s).

14. Congregation Council meets and interviews candidate, informs candidate of salary/benefits offer, and votes to recommend candidate to the congregation.
15. Congregation Council sets date for congregational meeting and calls the meeting according to the congregation's constitution.
16. Congregation Council arranges for candidate to meet congregation members in an informal setting.
17. Synod staff liaison sends Letter of Call information to council president.
18. Synod staff liaison attends congregational vote meeting, if possible.
19. The congregation votes. A 2/3 majority of those present and voting is required to call pastor.
20. Congregation leaders sign Letter of Call and forward it to synod office for bishop's signature.
21. Synod office forwards Letter of Call to pastor.
22. Within 30 days of the vote, the pastor accepts or declines call.
23. If candidate accepts call, starting date is arranged and an installation date is set with the synod staff liaison.
24. If candidate declines call, process begins with new candidate(s) at step 11.
25. The call committee disbands following the acceptance of a call.