



Metropolitan Chicago Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Checklist for Congregations in Transition

CLOSURE:

- Council receives resignation
- Council notifies congregation
- Council and synod staff meet to review process
- Council begins ministry review and assessment
- Council considers use of an intentional interim pastor
- Council plans and executes farewell
- Council conducts exit interview

CALL PROCESS:

- Council leads process for completion of profile
- Profile reviewed with synod staff
- Council prepares compensation package and job description
- Call Committee appointed or elected
- Call Committee meets with synod staff for orientation

SEARCH:

- Call Committee sends names of congregation-suggested candidates to synod
- Synod evaluates needs of congregation and candidates
- Synod gives candidate(s) to Call Committee
- Call Committee interviews candidate(s)
- Call Committee recommends choice to Council and informs synod
- Call Committee communicates with candidate(s) regarding choice

SELECTION AND ELECTION:

- Council meets with candidate to discuss compensation package
- Council receives Call Committee's recommendation and recommends to congregation
- Council notifies candidate and synod office
- Congregation votes to call candidate
- Council prepares Letter of Call and Compensation forms
- Candidate has one (1) month to respond

START-UP:

- Council notifies congregation and synod office of acceptance or rejection of call
- Council arranges starting date, installation date, and moving arrangements with candidate
- Council welcomes new pastor

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