

Part IV

Election Time

Presenting the Candidate: Council Responsibilities

- Council receives the recommendation from the Call Committee. The entire committee or a representative group attends the meeting to make a presentation and answer questions. The “Invitation to Call” papers or a summary of them may be shared.
- Council may arrange another time to meet with the candidate, or the Council may adopt the recommendation to issue a call. It is recommended that when possible the Council plan for an informal opportunity when the congregation is invited to meet the candidate.
- Upon accepting the recommendation, the Congregational Council makes provision for a congregational call meeting following constitutional provisions by selecting a date and time which works best in the life of the congregation and making plans to provide notice as required in the constitution of the congregation. The congregational call meeting may be conducted by the congregational president or by an appointee of the bishop if requested (in which case the synod liaison should be consulted in the selection of dates). For more information on the structure of the call meeting, please see the page entitled “Voting Process.”
- Soon after the meeting, the congregational council president informs the candidate of the council action.
- The congregational council president informs the synod liaison of the meeting date. The appropriate call forms are sent to the congregation office unless otherwise arranged.
- The council appoints people to determine a compensation package to recommend to the congregation for the candidate in consultation with the synod liaison and the candidate. The initial salary package is normally presented at the congregational call meeting and authorized through a second vote—either on the exact package or with a motion “to empower the Council to finalize the details.”
- The Congregational Council and Call Committee should plan how to present the candidate to the congregation.
- Following the congregational call meeting, the council president should immediately inform the candidate of the vote and inform the synod liaison of the vote.
- The Letter of Call and Definition of Compensation should be completed, signed in the appropriate places, and sent to the synod office. Upon reception of the documents, the Bishop will sign and forward them to the candidate. The candidate has thirty days from the day they receive the papers in which to accept the call.
- Upon acceptance of the call, the council will make plans with the new pastor and the synod liaison for the service of installation.



Voting Process

As you look forward to the congregational meeting to call the synod suggests the following procedures.

Two separate motions will be made during the call meeting:

- 1) One motion must be made to call the pastor. This motion must be voted upon by written ballot and passed by a 2/3 majority.

- 2) A separate motion may be made and approved for a compensation package. The compensation package may be introduced before the vote is taken on the motion to call. This motion does not require a written ballot, but it should also be passed by a 2/3 majority. Another option would be to make a motion to empower the council to work out the details of the compensation package with the pastor, following given financial parameters.

You will need to complete the *Letter of Call* and *Definition of Compensation, Benefits and Responsibilities*. You will also need to complete *Addendum to the Letter of Call* if you are issuing a first call to a seminarian. Upon congregation completion, please forward **to the synod staff liaison**. After the documents have been attested to, they will be forwarded to the pastor for his/her approval and signature.

If you have questions concerning the meeting, please contact the synod office.