

EASTERN DISTRICT, LCMS
CHECK LIST FOR CIRCUIT COUNSELORS

PROCEDURES TO FOLLOW WHEN THERE IS A PASTORAL VACANCY IN YOUR CIRCUIT

- () 1. Contact the President of the congregation with a view to calling a congregational meeting. At this meeting you are to:
 - () Arrange for a District "Consultant/Interviewer/Question Raiser."
 - () Review the entire situation in the congregation so that you might advise the District President of the special needs of the congregation and the type of pastor needed. Lead the people through an overview of the Self-Study documents.
 - () Arrange for the community LCEF demographic study to begin.
 - () Review the doctrine of the Holy Ministry with the congregation so that they might know what to expect of a pastor.
 - () Select an interim pastor and explain his duties. Cf. "Guidelines."
 - () Explain to the congregation the procedures they are to follow in calling. Cf. "Guidelines." (Give them a copy)
 - () Get names of any candidates that the congregation may want to suggest. Every member should be encouraged to express his ideas if he has any before the names are sent to the District President.
- () 2. Send the name of the interim pastor to the District President.
- () 3. Instruct the Call Committee to send a list of any proposed names together with any information you may have to the District President. You ought to allow at least three weeks for him to get the necessary information. He will study the list, add or subtract names, and send you a list of at least five (5) candidates from which the congregation should call. Explain to the congregational president and the committee that no names are to be added to this list after it comes from the District President without his approval and that of the congregation.
- () 4. Instruct the Call Committee to send the names of the person called to the District President together with a carbon copy of the "Supplement to the Call" and the "Information Sheet."
- () 5. Instruct the Call Committee to send the call, Registered Mail, to the pastor-elect, together with a letter telling him about the congregation the field, the challenges, etc., and a letter to the congregation of the pastor-elect informing them that you are calling their pastor.
- () 6. As soon as you receive word that he has either accepted or declined the call, be certain that the District President is notified.
- () 7. If he declines, have the congregation call again from the same list unless they insist on a new one, in which case contact the District President. Usually the list is good for at least two calls.
- () 8. If he accepts the call, plan the installation with the congregational officers, the District President, and Regional Vice-President.

P.S. If any of these steps are delegated to the interim pastor, be sure that he follows through. He is acting as YOUR representative. Be sure the District President is kept informed.

For further details see "Guidelines for Calling Pastors." This document will be very helpful to you in your dealings with the congregation and in spelling out your duties and responsibilities.