



## Sample – Call Process Timetable

You are invited to use this timetable or design one of your own, enlarge it to the size that will work for you, and post it in a prominent place where members of your congregation can see it. This will help everyone in the congregation know how things are progressing.

Call Accepted/ Welcoming New Pastor		<ul style="list-style-type: none"> <li>• Pastor has 30 days to accept call</li> <li>• Installation date set with synod office</li> <li>• Welcome new pastor</li> </ul>
Call Extended		<ul style="list-style-type: none"> <li>• Call committee recommends candidate to council</li> <li>• Congregational meeting for voting on candidate</li> <li>• Bid farewell to interim pastor</li> </ul>
Considering Candidates		<ul style="list-style-type: none"> <li>• Synod staff presents names surfaced through synod office, interested pastors, and congregation members</li> <li>• <i>Confidentiality is crucial!</i></li> </ul>
Call Committee		<ul style="list-style-type: none"> <li>• Call committee formed and installed</li> <li>• Officers elected for call committee</li> </ul>
Ministry Site Profile		<ul style="list-style-type: none"> <li>• Synod staff leads open forum</li> <li>• Congregational survey complete</li> <li>• Ministry site profile complete</li> </ul>
Beginning the Interim		<ul style="list-style-type: none"> <li>• Arrange for interim ministry</li> <li>• Council keeps congregation focused on its mission</li> <li>• Congregation continues its ministry</li> </ul>
Current Pastor Resigns		<ul style="list-style-type: none"> <li>• 30-day notice received</li> <li>• Contact synod office</li> <li>• Farewell celebration</li> <li>• Introduction to call process</li> </ul>

*Post prominently on bulletin board and color in your progress.*