

## **CGLC Senior Pastor Call Process**

*This document is meant to serve as a directional guide for the Call Committee during the Senior Pastor Call Process. It is a supplement to the LCMC Call Packet and the CGLC Constitution with more definition as recommended by the CGLC Church Council. Key sections of the Constitution are included for reference in the last section.*

### **Introduction**

We believe it is our Lord Jesus Christ, through the power of the Holy Spirit, who guides the call process. The calling of a pastor represents a sacred partnership between God and our Congregation. An ideal call process builds on trust, openness, and effective communication. When the call process results in a good match between pastor and congregation, the total mission of the church is furthered.

A pastor is called to serve a congregation, not hired. It should not look or feel like an ordinary interview and hiring process. God's choice for our next pastor may be different than what we anticipate or expect, so the Call Committee must look beyond the resumes and appearances as they review potential candidates. The call process is unique because it is an effort to discern what God wants for our church in order that the Gospel may be proclaimed, and the sacraments administered in accordance with the Gospel.

### **The Right Question**

The foremost question for the Call Committee is to discern which candidate God desires this Congregation to have as its Pastor. Human preferences and personalities should not come before the mission to which God calls His church. This is why every meeting of the Call Committee needs to include prayer for guidance of the Holy Spirit in the work that is being done.

### **Confidentiality**

Confidentiality cannot be overemphasized in the task of calling a pastor. Mentioning of specific candidates outside the Call Committee is inappropriate until the committee is ready with its recommendation to the Church Council. It is important to keep all names and both verbal and written information about prospective candidates within the confines of the committee. This means members will need to establish boundaries, not only with the congregation at large and the staff, but also with those in their household or place of work. The Council and Transition Team are also expected to maintain this level of confidentiality throughout the process.

### **Expectations**

- Meeting cadence and schedule will be set by the Call Committee. The Church Council and Transition Team will monitor progress to assure there continues to be appropriate forward movement in the process.
- Reporting regularly to the Church Council and Congregation helps keep everyone on the same level of understanding **about the process**. Updates to the Church Council via Council President Sandy Anderson are expected following each meeting. Communication to the Congregation is described in the Communication section of this document.
- July & August should be used for the Call Committee to get to know one another, determine roles and responsibilities, agree on critical processes, get familiarized with the Senior Pastor Job Description, CGLC Identity Statement and Transition Module (survey) results, etc.
- September should begin the search process, including posting the position (if not already done), determining interview questions, reaching out to potential candidates, reviewing applications as they come, and conducting initial phone/video interviews, background checks, watching sermons on-line, etc. on viable candidates.

- After prayerfully being led to a specific candidate (or two) the Call Committee should invite the intended Pastor for an in-person visit at which time he/she will meet with only the Call Committee, Jeff Montgomery (he will be prepared to speak about the benefits package), and at the option of the Call Committee, a non-staff pastor for the purpose of advising on theological and spiritual questions. No other persons should be included in discussion or information sharing at this time.
  - A background check should be completed prior to inviting the candidate for a visit.
  - After the in-person visit the Call Committee will vote on the candidate. If they have at least a two-thirds majority vote to approve the candidate, they will make a recommendation to the Church Council. References should be called prior to making a recommendation to the Church Council.
- Upon recommendation to the Church Council, the candidate and their spouse will be invited back to meet with the Call Committee, the Executive Council, the entire Church Council and the Transition Team. Information on the candidate should be shared by the Call Committee with each of these groups prior to the visit.
  - After this in-person visit the Church Council will vote on the candidate. If they have at least a two-thirds majority vote to approve the candidate, they will make a recommendation to the Congregation.
- Upon recommendation to the Congregation, the candidate, spouse and family will be invited back for a meet and greet with staff and Congregation, hosted by the Council with Call Committee participation as requested. Information on the candidate should be shared by the Call Committee with each of these groups prior to the visit.
  - Council President & Vice President will be responsible for negotiating salary and benefits package.
  - Jeff Montgomery will be responsible for discussing the logistics of HR policies and benefits.
  - After the meet and greet, the Congregation may call the Pastor if it is approved by at least a two-thirds majority vote, by paper ballot at a Congregational Meeting. Note: Based on our Constitution, a Congregational Meeting must be announced to the Congregation at least 30 days in advance.
- Questions on process or expectations should be directed to Council President, Sandy Anderson.

## Budget

Although some of these expenses are difficult to accurately determine ahead of time, every effort should be made to be fiscally conservative with utilizing designated funds. Funds are allocated for the Call Committee to use at their discretion to cover such items as travel/meal expenses for the candidate(s) along with miscellaneous expenses. Funds will be distributed through the normal requisition process. Moving expenses for our newly-called Pastor will not be the responsibility of the Call Committee, but it should be noted that an allocation of dollars has been set aside for this expense.

## Communication

Good communication is vital to the health of our church, especially in this time of transition. The goals of any communication are to inform, educate, encourage, inspire or involve the congregation throughout this process. Communication with the Congregation should adhere to the following guidelines:

- Provide an update in the transition section of the Sunday bulletin once per month – **This should be the first place updates appear.** Additional times or space can be made available, as needed. After information appears in the bulletin the same message can/will be included in our additional communication vehicles:
  - Transition Page of website
  - e-Note

- Senior Newsletter
- Sunday announcements
- HisKids and Student Ministry emails
- Points of interest to be addressed in the updates:
  - Description of the process
  - Accomplishments (the work/tasks you have completed)
  - Next Steps
  - Specific or general prayer requests
  - Who is on the Call Committee
  - Where to go with questions
  - Manage expectations on timeframe
- Process & Content Review
  - Send written communication or request for additional space to Sandy Anderson, Council President. Sandy along with Jodi Bendt and Lisa Ambli will review to ensure messaging is consistent and aligns with communication strategy and mission. Once the Communications Director position is hired and up-to-speed, that staff member will assume this role. Edits or suggestions will be reviewed with Diane Hovis, Call Committee Chair prior to publishing.

### **Teams During the Call Process**

- Church Council – Responsible for the business and administrative affairs of this Congregation and exercise general oversight of its life and activities.
- Transition Team – Oversees the daily operations, administration and personnel issues of the church.
- Call Committee -- Serves to prayerfully identify, evaluate and recommend a pastor for call to our Congregation. The Call Committee will terminate at the installation of the newly-called Pastor.

### **Final Words and Thank You**

Remember that God is with you as you represent the Congregation in the search for the Senior Pastor who can lead us into the future that He has set before us. You were chosen for this role at this time and in this place. The Holy Spirit is equipping and empowering you for this task. Thank you for your willingness to serve in these roles, for your commitment of time and energy, and for your passion for the Gospel and the ministry of CGLC.

## **Reference: Constitution and Bylaws pertaining to Calling a Pastor**

### **Chapter 4: Powers of the Congregation**

- 4.02 The Congregation, via the vote of Voting Members, shall exercise the final decision-making authority on certain items. While the Congregation, via the vote of Voting Members, shall follow the procedures set forth in this Constitution prior to taking a vote, and while it shall receive recommendations for a decision on each of these matters, the following decisions must be made by the Congregation by the required vote taken at a legally called and conducted meeting of the Voting Members as described in Chapter 6:
- a) Call and ordain a Pastor or call an ordained Pastor;

### **Chapter 6. Congregational Meetings**

- 6.05 Congregational Meetings shall be conducted in accordance with the following:
- a.) One hundred Voting Members shall constitute a quorum;
  - b.) Voting by proxy or by absentee ballot shall not be permitted;
  - c.) All actions by this Congregation shall be by majority vote of Voting Members present, except as otherwise provided in this Constitution;
  - d.) Robert's Rules of Order, latest edition, shall govern parliamentary procedure;
  - e.) Voting at Congregational Meetings shall be by written ballot when voting on any of the following matters:
    - i.) To call a Pastor;

### **Chapter 8: Pastors**

- 8.01 The Pastors of this Congregation shall be the Senior Pastor and all other pastors who are called by the Congregation for active service pursuant to the provisions of this Constitution. All Pastors who serve this Congregation must be committed to its statement of faith as described in this Constitution. Each must exemplify the qualifications as set forth in Titus 1:7-9, and as such, must be a person of good report whose constant goal and effort is that every part of his or her life be more and more conformed to the example of Christ and above reproach before the Lord and people. Eligible candidates for pastoral positions must complete a commonly recognized course of preparation for pastoral ministry including theological education, pastoral apprenticeship, and spiritual and character formation.
- 8.02 The Voting Members, at a meeting held pursuant to the provisions of Chapter 6, have the authority to call and ordain an individual to serve as its Senior Pastor or to fill one or more of the other pastoral positions within the church, provided the issuance of a call to any pastor shall be approved by at least a two-thirds majority vote of those Voting Members who are present and voting.
- 8.03 Before a notice for a Congregational Meeting is issued where a vote will be held on a recommendation to call a new pastor, the Council shall appoint a Call Committee in accordance with Provision 11.06 and approve the recommendation of the Call Committee by at least a two-thirds majority vote of the Council.
- 8.04 The specific duties, compensation, and other matters pertaining to the service of a pastor shall be included in a Letter of Call.
- 8.05 Consistent with the Statement of Faith and practice of this Congregation, unless otherwise limited by their terms of call, the called and ordained pastors of this Congregation shall work together to:

- a.) Preach and teach the Gospel in accordance with the Scriptures and our statement of faith;
- b.) Administer the sacraments;
- c.) Conduct public worship;
- d.) Provide pastoral care;
- e.) Speak publicly, calling for justice for all and proclaiming God's love for the world;
- f.) Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- g.) With the council, administer discipline in accordance with Chapter 14;
- h.) Seek out and encourage others to grow in the ministry of the Gospel;
- i.) Proclaim in the community locally and globally that the Kingdom of God has come near in Jesus Christ and so invite all people to repent of sin and believe the Gospel (Mark 1:15); and
- j.) To speak publicly to the world on behalf of the lost, least, poor, and oppressed, and to proclaim to all God's righteousness, holiness, truth, and love.

8.06 The Senior Pastor shall lead the Congregation. The Senior Pastor shall have oversight and supervision for the Associate Pastor(s) and Lay Staff in the accomplishment of the mission of the Congregation. The Senior Pastor shall exercise watchful discernment and active leadership to ensure that the ministries of the Congregation honor our statement of faith and pursue our mission. In addition, the Senior Pastor shall:

- a.) Be a Voting Member of the Council, Endowment Committee and of the Congregation;
- b.) Report to the Council as a means of accountability to the Congregation;
- c.) In consultation with the Council, develop the specific privileges and responsibilities to be outlined in the letters of call for other pastoral positions;
- d.) Within the budget approved by the Congregation, ensure that other staff members are hired and supervised to help lead the Congregation and equip its members for the work of ministry (Ephesians 4:11-13); and
- e.) Ensure that appropriate records are kept, as needed, for such church actions as baptisms, confirmations, marriages, burials, members received, members dismissed, or members excluded from the Congregation. These records must be kept in safekeeping and made available to the Council upon request.

8.09 In the event of a vacancy in the office of Senior Pastor, the Council shall have the authority to appoint an Interim Senior Pastor to serve the Congregation. During this period of service, the Interim Senior Pastor shall consult with the President who will keep the Interim Senior Pastor informed regarding pastoral needs in the Congregation, important developments in the life of the Congregation, and of all meetings of the Council and the Congregation, which the Interim Senior Pastor shall be privileged to attend, but shall not have a vote. In addition, when the Congregation has a Senior Pastor, but the Senior Pastor is unavailable to carry out ministry, the President of the Congregation is responsible to ensure plans made by the Senior Pastor for such emergencies are carried out.

- a.) In all cases of a vacancy in the office or unavailability of the Senior Pastor, the President, with the support of all members of the Council, shall be responsible for:
  - i.) Seeing that worship services are regularly held and properly conducted with qualified worship leaders chosen in consultation with the interim pastor;
  - ii.) Seeing that adequate pastoral care is extended to members in need; and

- iii.) Overseeing the daily administration of the Congregation, the management of resources, and the conduct of its ministries.
- b.) In cases of a vacancy in the office of Senior Pastor, the Secretary shall be the custodian of and shall ensure that accurate records are maintained in accordance with Provision 8.06(e).
- c.) The Interim Senior Pastor shall have the duties and responsibilities to the Congregation as a regularly called Senior Pastor but shall not be a voting member of the Council. The Interim Senior Pastor and any other ordained pastor providing assistance shall refrain from exerting influence in the selection of the new Senior Pastor.

## **Chapter 11: Committees and Ministry Teams**

- 11.06 A Call Committee serves to prayerfully identify and evaluate candidates for pastoral calls in the Congregation. When a pastoral vacancy occurs, a Call Committee of six Voting Members shall be appointed by the Council. The appointed members shall not be members of the Council. If the pastoral vacancy is for a pastoral role other than the Senior Pastor, the Senior Pastor shall serve on the Call Committee in addition to the six appointed members. The Call Committee will terminate at the installation of the newly-called pastor. The Call Committee shall:
- a.) Comply with the provisions of this Constitution and specific instructions offered by the Council;
  - b.) Prayerfully review and evaluate the qualifications of prospective candidates in light of the characteristics in Provision 8.01; and
  - c.) Make its recommendation to Council based on at least a two-thirds majority vote to approve the candidate.