



SAMPLE LETTER OF NOTIFICATION TO CONGREGATION OF CALL MEETING

Date of Letter _____

NOTICE OF SPECIAL CONGREGATIONAL MEETING

Date: _____ **Time:** _____

Purpose: _____

Immediately following _____ worship service

Note there is only one service for this Sunday; service to be led by and sermon given by pastoral candidate

To hold election for the next pastor of _____ Church

Vote by written ballot to be presided over by representative of the bishop; two-thirds majority vote required for election; vote on candidate and compensation package only

Background

Your Congregation Council, at a specially called council meeting on _____, reviewed and approved the Call Committee's recommendations:

- a. to nominate, for the congregation's approval, a pastoral candidate they had extensively interviewed, heard preach at a neighboring congregation, and unanimously recommended
- b. to seek the congregation's approval of the agreed-upon compensation and benefits package for the pastoral candidate
- c. to call a special meeting of the congregation for the sole purpose of electing the pastoral candidate and approving the recommended compensation and benefits package

The Bishop's office was advised of these actions whereupon the Bishop's office selected a representative to attend the Special Congregational Meeting on _____, to preside over the election of the pastoral candidate. A two-thirds majority vote, by written ballot, is required by the attendees at the specially-called meeting to elect the pastoral candidate and to approve the recommended _____ (insert year) compensation and benefits package.

There will be a single vote on the election of the pastor and the compensation package—no other business will be conducted at the meeting.

Information Concerning the Pastoral Candidate’s Identity

To retain the confidentiality of the recommended pastor’s identity within that pastor’s current congregation, synod protocols do not permit the Congregation Council to reveal the identity of the nominated pastor until the weekend of the Special Congregational Meeting. **The congregation will have the opportunity to meet the nominated pastor and the pastor’s spouse at a special social function to be held _____ (give time, place, and date).**

Then, on _____, the nominated pastoral candidate will lead the worship service (one service, beginning at) _____ and deliver the sermon to our congregation. Immediately following the service, the Special Congregational Meeting will begin and the vote to elect the nominated candidate will be held at that meeting.

General Information About the Pastoral Candidate

(The following is a sample which will need to be changed to fit the description of your candidate).

A general description of the nominated candidate to become the next pastor follows:

Examples:

Experienced ELCA minister with _____ years pastoral experience

Has led current congregation in Tri-State area for _____

Experienced youth minister who has attended numerous National Youth Gatherings as counselor/pastor and who considers youth to be high on the ministerial priority list

Works closely with elementary, middle school and high school youth

Seeks to unite and include “all ages” in fellowship and mission

Has led and participated in men’s Bible study and women’s Bible study groups

Considers Sacrament of Holy Baptism as central to personal sense of call and theology

Then a closing paragraph repeating the invitation.

Yours in Christ, _____

Congregation Council President
Call Committee Chair