

# SAMPLE LETTER OF NOTIFICATION TO CONGREGATION OF CALL MEETING

Date of Letter

## NOTICE OF SPECIAL CONGREGATIONAL MEETING

**Date:** \_\_\_\_\_

**Time:** Immediately following \_\_\_\_\_ worship service  
*Note there is only one service for this Sunday; service to be led by and sermon given by pastoral candidate*

**Purpose:** 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; and
- 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 \_\_\_\_\_ and 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 \_\_\_\_\_ (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 \_\_\_\_\_ next pastor follows:

- 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,

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Congregation Council President

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Call Committee Chair