

PASTOR INTERVIEW SCHEDULE
(Thursday to Sunday)
Option 1

Immediately Following the Decision to Interview Candidate

A letter is sent to every member of the congregation using regular first class mail.

The letter invites members to attend and to meet the candidate giving a schedule of the weekend.

Thursday Afternoon

Candidate is met by the Call Committee/Council President at the Church.

6:00 p.m. – Supper with the Candidate, spouse and Council/Call Committee and spouses only.

7:00 – 8:30 p.m. – Interview with the Candidate by Call Committee and or/Council only.
The Interim Pastor normally chairs the interview.

Friday

Breakfast, lunch and/or supper with members. The pastoral candidate visits the area and places of interests. They may see the schools or talk with real estate agents, etc.

Saturday

2:00 – 4:00 p.m. Reception at the church. The congregation is invited.

Saturday – Sunday

Candidate preaches and presides at all worship services.
Fellowship Hour or a meal concludes the day.

Monday or Tuesday Following the Interview Weekend

Call Committee/Council meets and discusses the candidate. The Interim Pastor chairs the meeting. The following resolution is voted upon by secret ballot:

“Shall _____ be nominated as Pastor of _____
Lutheran Church”

If two-thirds of the Call Committee/Council agrees to the resolution, then the council president or council calls a Congregational Meeting according to provisions of the bylaws.

The president of the Congregation or chair of the Call Committee telephones the candidate informing him/her of the decision.

Immediately Following

A letter is sent to every member of the congregation using regular first class mail.

The letter announces the congregational meeting, invites members to attend the meeting and gives a brief biography of the candidate with proposed compensation.

Congregational Meeting to Call a Pastor

The President of the Congregation convenes the meeting. The Interim Pastor is encouraged to attend if possible.

Agenda

- I. Call to Order
- II. Opening Prayer
- III. Presentation of the resolution to Call a pastor by the Chair of the Call Committee or Congregational President.
 - A. The Call Committee/Council Members are asked to speak with their thoughts on the candidate.
 - B. Any others in the meeting are invited to speak to the resolution.
 - C. Tellers are asked to distribute the prepared ballot with the following resolution:
“Shall _____ be called as Pastor of _____ Lutheran Church”
 - D. Ballots are collected and the tellers report the exact numbers in favor and opposed to the congregation. Two-thirds of those present and voting are needed for adoption.
 - E. The Chair of the meeting declares the result.
 - F. If the candidate is called, the following resolution is presented:
“Shall the budget of the congregation be amended to allow for the following compensation for the pastor-elect: (List details of the compensation here.)
 - G. A voice vote (majority to adopt) is satisfactory for the compensation resolution.
 - H. The chair announces the results and declares the adoption of the resolution.
- IV. Closing Remarks by the Congregational President
- V. Closing Prayer and Adjournment

The president of the Congregation or Chair of the Call Committee telephones the candidate and informs him/her of the decision.