

What are the steps in calling a new pastor?

As outlined in the Holy Cross Constitution (2000), the following are the steps:

- Notification of a pastoral transition.
- Communication begins with the Bishop's office of Metro Chicago Synod
- A Call Committee consisting of at least 7 members of the congregation is appointed by the church council.
- The call committee compiles a package of information providing an overview of Holy Cross Lutheran Church, of the Holy Cross service area, and of the responsibilities/qualifications that Holy Cross is seeking. That package is submitted to the Bishop of the Metropolitan Chicago Synod (MCS).
- Working in cooperation with the Bishop of the MCS, candidates from within the clergy roster of the ELCA are identified. Other networking to identify possible candidates may occur concurrently with the Bishop of MCS efforts.
- The initial interview steps will involve the current senior pastor and the call committee.
- The Call Committee eventually selects and approves a single candidate that they find to be the best fit for the Holy Cross situation and culture. Previous practice from past call committees has been to move only a candidate forward who receives a unanimous vote.
- The Call Committee presents that single candidate to the Church Council for approval to extend a call. Again, previous practice has been for the church council to also recommend a candidate to the congregation with unanimous support.
- If the Church Council also approves of extending a call to that candidate, a special congregational meeting is scheduled for the sole purpose of extending a call to that single candidate. This meeting is called in accordance with the procedure provided by the congregational constitution and will include one single vote on the candidate and the financial portion of the letter of call.
- Since the new pastor is being called to serve with Pastor Bob, the privileges and responsibilities of both the new pastor and Pastor Bob shall be specified in documents to accompany the call and to be drafted in consultation involving the two pastors, the Church Council, and the Bishop of the MCS.
- At the special congregational meeting, the letter of call must be approved by at least two thirds of the attendees at the meeting. A quorum of 15% of confirmed membership at the end of the previous calendar year is required.
- Assuming the congregation approves the letter of call, the call is extended to the new pastor and the candidate has thirty (30) days to respond. Once the candidate responds, the letter of call documents will be submitted to the Bishop's (MCS) office for the Bishop's signature to finalize the call process. At this point, a mutually agreed upon start date is identified.
- If the candidate does not accept the call, the process goes back to the Call Committee to review additional candidates.



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