



Sample – Call Process Timetable

You are invited to use this timetable or design one of your own, enlarge it to the size that will work for you, and post it in a prominent place where members of your congregation can see it. This will help everyone in the congregation know how things are progressing.

Call Accepted/ Welcoming New Pastor		<ul style="list-style-type: none"> • Pastor has 30 days to accept call • Installation date set with synod office • Welcome new pastor
Call Extended		<ul style="list-style-type: none"> • Call committee recommends candidate to council • Congregational meeting for voting on candidate • Bid farewell to interim pastor
Considering Candidates		<ul style="list-style-type: none"> • Synod staff presents names surfaced through synod office, interested pastors, and congregation members • <i>Confidentiality is crucial!</i>
Call Committee		<ul style="list-style-type: none"> • Call committee formed and installed • Roles decided for call committee
Ministry Site Profile		<ul style="list-style-type: none"> • Interim leads open forum • Congregational study complete • Ministry site profile complete
Beginning the Interim		<ul style="list-style-type: none"> • Arrange for interim ministry • Council keeps congregation focused on its mission • Congregation continues its ministry
Current Pastor Resigns		<ul style="list-style-type: none"> • 30-day notice received • Contact synod office • Farewell celebration • Introduction to call process

Post prominently on bulletin board and color in your progress.