



English District – LCMS Parish Services

Suggested Procedure for Calling a “Minister of Religion” Commissioned

When a teacher/DCE vacancy occurs it is the privilege and responsibility of the congregation to fill that vacancy, usually with Synodically trained workers. These workers have been certified by the Synod for ministry and, as such, should be considered called workers. Some may be called with tenure; others may be called to non-tenured positions.

1. Observe the requirements of your constitution and bylaws regarding the calling of a teacher.
2. Establish a “call committee” or assign that responsibility to an existing board or committee.
3. Solicit suggestions for candidates from the congregation/school.
4. Establish or revise the position description for the teacher/DCE.
5. Request the District to do a search for names. Submit the names suggested by the congregation at this time. After you receive names from the District it is your responsibility to check references and contact the candidates for additional information.
6. Decide how the congregation will determine salary, housing, moving expenses, benefits (Worker Benefit Plans), District Salary Guidelines – 100% for graduate, etc.
7. Make use of the written information on each candidate. Contact the references provided for additional information. Decide if you desire to use questionnaires, phone interviews, onsite interviews for finalists, etc. The decision of whether a teacher is capable and possesses the proper credentials for a specific assignment is solely that of the congregation. **This information is for committee use only. It should not be shared with your spouse or other individuals.** Biographical information on the various candidates should be summarized for the Voter’s meeting.
8. Prior to the meeting of the voters in which the call is extended, the call committee will develop a final slate of prime candidates (usually from 3-6 names). Names not included on the prime list may be held in reserve in the event that several calls have been declined and the process is opened for further nomination.

9. Publish or announce the names in keeping with the bylaws of the congregation.
10. At the congregation meeting, proceed prayerfully, accept the final slate, and review the prime candidates on the slate. Other names may not be added at this time. Information on the candidates may be duplicated and distributed to the voters, but should be collected at the conclusion of the meeting.
11. A written ballot shall be taken until one name has a majority of votes. In the event that no candidate receives a majority on a ballot, the candidate with the least number of votes is removed from the balloting at that meeting. This continues until one candidate is elected; the vote is then made unanimous. Check to be certain that your bylaws do not require a different procedure.
12. The teacher/DCE-elect is informed by telephone of his/her call to the congregation, if possible before the meeting adjourns.
13. The properly completed call documents, cover letter, and other materials should be sent to the teacher/DCE-elect without delay. The congregation should also communicate with the teacher/DCE-elect's present congregation and the District Office.
14. Upon acceptance of the call, this fact should be communicated to the District Office. The **installation** should be **authorized by the District president** and performed by the pastor.
15. Upon acceptance of the call, **a copy of the call document** should be sent to the District Office to be placed in the personnel file of the teacher/DCE.
16. Caution should be taken when determining the qualifications for a specific position (age, geographical location, marital status, etc.) in order that no qualified candidate is discriminated against in the calling process.

The Executive for Parish Services, Tim Ewell and the Administrative Assistant to the Executive for Parish Services, Janine Henning, are available to assist in any way possible.

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