Calling Body Information

To Access Call Document Instructions, Quick Reference Guide &Call Documents go to:

https://www.holybytes.com/cop/cornerstone/entities

User name: 0000000067

Password (case sensitive): LonghornCats89

Name of Congregation	
Street Address	
City	
City	
State	
Zipcode	
hone No.	
CMS District	
MIS BISTICE	

- 1. Print the "Diploma of Vocation" on parchment paper.
- 2. Print a copy and get signatures of congregation officers.
- 3. Make two copies of the completed signed documents.
- 4. Keep one copy for congregation records.
- 5. Send the second copy to the Texas District President.
- 6. Send the original by certified mail to the pastor elect.



Diploma of Vocation

IN THE NAME OF THE FATHER AND OF THE + SON AND OF THE HOLY SPIRIT. AMEN.

То	
of	
Having called on the Lord, our God, for guidance and in exercis one autority which He has vested His church on earth, we, the members of	— ⁄ith
of	_
have elected you to the office of	
and herewith extend to you this formal notification course and call.	
In the name of the Triune God of the W His accority ask you to assume of responsibilities of the office to which the have used you and faithfully to perform all the dut of your office according to the Word on and and the confessional standards of the Evangeli Lutheran Church as drawn fract. Sacre Scriptures and found in the Book of Concord. We ask you to do this according to the eds as specified in the accompanying document or may be resolved and mutually greed than from time to time. To the end that you may enabled to do his, we pledge you out wholehearted and continuing cooperation and support word and deed to builty the end of Jesus Christ, who has moved us to extend our call you, to convince you by the Holy Spirit that it comes from Him; to induce you to accept it; conduct you safely to your field of labor; and to bless your ministrations to the glory of His home, the building of His church, the temporal and eternal welfare of many people, and you own great joy and blessing.	ies cal We as be t in
Signature - Congregational Representative Signature - Pastor	

Supplement to the Diploma of Vocation

In the name of the Triune God and by His authority, in order that we might carry out His mission to the world, we hereby authorize and obligate you:

To administer to us the Word of God in its full truth and purity as contained in the Sacred Scriptures of the Old and New Testaments and as set forth in the confessional writings of the Evangelical Lutheran Church as found in the Book of Concord;

To administer the holy sacraments in accordance with their divine institution;

To demonstrate the mind and spirit of Christ as you serve the members of the congregation and equip them for Christ's mission to seek and save the lost;

To equip and enable the members of the congregation to serve one another and those outside the fellowship of the congregation;

To perform the functions of a pastor in an evangelical manner; to aid, counsel, and guide members of all ages and social conditions; to visit the sick and the dying; to admonish the indifferent and the erring; to support the of the congregation as they extend that evangelical ministry to others;

To guard and promote faithfully the spiritual welfare of the members of this congention, in part ular see to the instruction of the catechumens, both children and adults, in the Word and thus prepare them for containing an ability of the catechumens, both children and adults, in the Word and thus prepare them for containing an ability of the catechumens, both children and adults, in the Word and thus prepare them for containing an ability of the catechumens, both children and adults, in the Word and thus prepare them for containing an ability of the catechumens, both children and adults, in the Word and thus prepare them for containing an ability of the catechumens, but the catechumens are contained as a superior of the catechumens.

To guide the congregation in applying the divinely ordained discipline of the church accts and lead the members of the congregation in practicing the forgiven life with one another;

To promote and guide the mission activity of the congregation as it is related to the local munity and to endeavors of the Synod and its Districts, in particular to train workers and guide them in evaluate and to enter the support of the congregation for mission work:

To serve as a resource and guide for members of the congregation as participated ministry of Christian education, and to train parents to teach the Christian faith to their children;

To assist the congregation in adopting administrative encies procedures at will he, it carry out the mission of a Christian congregation;

To serve the congregation as an example of Christian course; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and sixth a significant the Synod; and by the grace of God to do everything possible for the edification of the congregation and the equilibrium the church Christ.

As the baptized people fod we partner with ou to a complish His mission to the world, and we hereby obligate ourselves:

To receive you as a second to give you the honor and love and obedience that the Word prescribes, to aid you by word and deed, and to support you with a diligent, faithful assistance and prayers;

To make faithful and regular use of the ans of grace;

To work with you to equip God's people to glorify Him and extend His kingdom by living out our baptism;

To make appropriate arrangements for your continuing education as a professional person in the ministry of the Gospel;

To provide for your proper maintenance according to our ability and to review your salary, housing arrangements, and all allowances periodically, beginning with the following arrangements.

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Compensation Information

(Please note: The congregation is encouraged to consult your District's Salary Compensation Guidelines prior to completing the following sections.)

<u>Salary Intermation</u>
Basic cash salary for 12 months (do not include any other payments to the pastor which are designated below): \$
Salary paid:
If other, please describe:
Housing Information
Does the congregation own a parsonage?
(If a parsonage is provided, complete the following section. If a housing allowance is provided, proceed to the Housing Allowance Information section below.)
Parsonage/Utilities Information
(Please note: It is recommended that the congregation pay all costs associated with providing a parsonage and basic utilities such as heat, electricity, water, sewer, and telephone.)
Description of parsonage:
Average annual parsonage utility cost: \$
Utilities paid in full by congregation?
Additional Information:
Housing equity provided by the congregation? Annual am *\$
(Please note: Any additional amount which the congregation gives or as the inequity" is taxable income.)
Pastor has the option to receive a housing allowance to purchase or at his own e instead of living in the congregation-owned parsonage?
Housing Allowance Information
(Please note: Pastors are eligible to apply for a Lutherary Extension and LEF] housing loan.)
Annual amount or percentage of housing allowance (in uding ut. allowance aid to the pastor: (Do not include the amount entered here in the last of the cash Sala, listed at.)
Is a down payment loan available to the pastor of the regation?
If yes, maximum amount of a down pay to loan that is a liable to the pastor: \$
Rate of interest for the down payment loan to the tor:%
What are the provisions for repaying the payment of the payment
Additional Houng Information
Auto Information
Are both a car and operating expense ovided by the congregation?
Mileage reimbursement paid to a stor (instead of a car allowance)?
If yes, rate of mileage reimbursement per mile: IRS rate or \$
Maximum amount of mileage reimbursement per year: \$
Annual car allowance paid to the pastor?
If yes, annual amount of car allowance paid to the pastor: \$
Annual amount for car replacement paid to the pastor?

If yes, annual amount paid to the pastor for car replacement: \$_____

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		ough Concordia Plans?	
If yes, which Plan package is provide	ded?**	P -	ote
The Church's Plan	2)	Package 2 Concordia Health Pl	lon
Concordia Health Plan (CHF Concordia Retirement Plan (Concordia Retireme	
Concordia Disability & Surv	•	Concordia Disability	
Concordia Retirement Savin			
Package 3			
Concordia Retirement Plan			
Concordia Disability & Surv			
*The Concordia Retirement Saving.		es 2 or 3.	
te the congregation will begin provi			
te: For newly placed graduates early enrollm			
the congregation provides one of the tions, (if you offer worker choice) at		Concordia Health Plan (C	HP), which coverage level option, or
		d high deductible plans that can	be paired with a Hoolth Savings Account.
Dental & vision benefits are unbundled in	all plans except closed grandfathe	red plans. For plan details, plea	se contact Co
Healthy Me Copay A	Healthy Me HSA A		
Healthy Me Copay B	Healthy Me HSA B		
Healthy Me Copay C	Healthy Me HSA C		
Healthy Me Copay D	Healthy Me HSA D		
Healthy Me Copay E	Healthy Me HSA E	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	e Hear YSA)***
Whole Health (Copay)*** Select HMO-C***	Whole Health1000 (Copa Select HMO-C 2000***	y)***	Heal (ISA)***
If your ministry was vacant prior to the begin		your Acco. sp. at Concordia	s at 888-927-7526 before completing this doc
11 your ministry was vacant prior to the begin * Some options are available in select geogra	nning of the calendar year, contact aphic areas only. Before selecting o	ne of these, c. Concordia H	
ith the above plan options, how will		tal bene	
Non-Contributory – Workers			
Contributory – Workers do sl			
Voluntary – Congregation do			
ith the above plan options, how will Non-Contributory – Workers		sion benefits?	
Contributory – Workers do sl	hare in the cost		
Voluntary – Congregation do			
he following grandfathered plans can only be	e c d if the ation is an	dy offering the plan to existing	workers. Dental and vision benefits are
undled and included with these on s. Option A on B	Optic C dion	D Option E	Option HDHP
opusar.	,	ation pay premiums?	-
			Plans requires that the employer pay at least
(Please note: It is reconstructions) a work all enrolled workers.)	kers. order to comply with non	discrimination laws, cost shari	ng must be on a non-discriminatory basis for
oes the pastor share in any of the cos	ct of Concordia Health Pl	an?	
If yes, the amount or percentage	Concordia Health Plan	to be paid for by the pasto	or: \$ or%
the congregation does not provide th	ne Concordia Health Plan, is	another health care plan p	provided?
Healthcare provider and additiona			
			1
the congregation provides another h			

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Benefits Information (continued)
Does the congregation participate in a Flexible Spending Account (FSA)? Additional Information:
Does the congregation participate in a Health Reimbursement Arrangement (HRA)?
Additional Information:
Does the congregation provide a Health Savings Account (HSA) if it offers an HSA compatible plan?
Additional Information:
Does the congregation pay for/help offset any of the annual individual/family deductibles? Additional information:
Does the congregation participate in a Cafeteria Plan?
Additional Information:
If the congregation does not provide The Church's Plan package, does it provide the CRSP with another package?
If the congregation provides The Church's Plan package (or has added the CRSP to another plan package), does the congregation provide an employer match?
If yes, what amount is matched by the congregation:
If the congregation does not provide a match to the CRSP, does it provide a flat contribution?
If yes, what is the amount of the flat contribution? \$
Additional information
If the congregation doesn't provide a package that includes the Concordia Retirement lings Plan es it provide another plan or additional retirement benefits in the form of another 403(b), etc.?
Additional Information:
Is additional income paid to the pastor to enable him to pay a portion described self-employing tax?
Additional Information:
Additional information regarding the benefits package offered congress of the
Moving Information Personal traval sympaces and when maying to the personal traval arranges and when maying to the personal traval arranges and traval arranges and traval arranges are in the personal traval arranges and traval arranges are in the personal traval arranges are in th
Personal travel expenses paid when moving to the negation? Is there a maximum amount of person penses, by the congregation?
Is there a maximum amount of person to be been ses to be the congregation? If yes, maximum amount: \$
Personal moving express paid when moving to the appearing?
Is there a maximum amount of moving express part by the congregation?
If yes, maximus amounts.
Moving arrangement ing company, U Haul, etc.):
Is there an additional amount give to the pastor as a Relocation Grant to cover misc. moving expenses?
If yes, amount of relocation grant: \$
Additional information regarding moving:

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1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
If calling a seminary graprogram, District mento		oport his involvement in a post-seminary support program (e.g., PALS
Is the congregation willi	mg/able to assist the pastor in the	e reduction of his educational debt?
If yes, please descri	be:	
Continuing education al		
•		duate school: \$
• '		to the pastor per year for continuing education/graduate school purposes?
Does the congregation of	ffer a sabbatical leave':	
If yes, please descri	be:	
Maximum amount of re-	imbursement for professional exp	penses (books, periodicals, memberships, vestments, etc.): \$
Days off per week		
	on, including the number of Su	andays (should be based upon the pastor's total years of service in the
Does the congregation f	follow the District's salary compe	ensation guidelines?
If no, describe the s	alary compensation guidelines us	sed by the congregation;
Additional information		
Signed this	day of	, A.D
By: (1)		Post
(2)		sition:
(3)		Posit
(4)		Position:
on behalf of		
on benan of		
District:		
	AC	, after prayerful consideration hereby accept this call and with the help of
I, ————————————————————————————————————		
To assume willingly the	obligations stat above and the	e responsibilities of this office as specified in this call document or as may
be resolved and agreed on per	riodically;	-
To perform faithfully a		ordance with the Word of God and the confessional standards of the
Evangelical Lutheran Church	as drawn on the Sacred Scrip	stures and found in the Book of Concord; working in concert with all others in order that my ministry in your midst
	cople, to our church, and especial	
		, A. D.
Address:		

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Additional Congregational Information for

(Complete Name and Address of Congregation)

In the interest of forming a strong, healthy relationship with our new pastor, we share the following information with you to tell you who we are, what our current ministry practices are, the resources we bring to the partnership, and a brief missional history of our congregation. Our hope is that together we may establish a healthy working partnership that enables us to grow in our relationship with God and one another and to strengthen our witness and service in the community.

A. Description of the Community

D C B	or the community
1.	Approximate size of community (check one):
	☐ Isolated rural ☐ Rural ☐ Town (2,500-5,000) ☐ City (5,001-10,000) ☐ City (10,001-25,000) ☐ City (25,001-50,000) ☐ City (50,001-100,000) ☐ City (100,001-200,000) ☐ Large city (200,001+) ☐ Inner city ☐ Urban
_	O Suburban
2.	Population trend (check one): Growing Static Declining
3.	Sociological information:
	a. Major industries:
	b. Predominant vocations:
4.	Racial/ethnic composition:
5.	Educational opportunities: (check all supply)
	☐ Elementary schools ☐ High school ☐ Universes ☐ Other stitutions. Please deathe:
6.	Names and bath and more of other meran churches and distance from church
7.	Major denominations represed:
8.	General description of climate:

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B.	Des	scription of the Congregation:							
	1.	Year organized:							
	2.	Baptized membership:	Present	3 yrs. ago	5 yrs. ago				
	3.	Confirmed membership:	Present	3 yrs. ago	5 yrs. ago				
	4.	Average Sunday church attendance:	Present	3 yrs. ago	5 yrs. ago				
	5.	Sunday school:							
		a. Enrollment:	Present	3 yrs. ago	5 yrs. ago				
		b. Average attendance:	Present	3 yrs. ago	5 yrs. ago)			
		c. Number of teachers:	Present	3 yrs. ago	5 yrs. ago				
	6.	Other salaried staff positions in congre	egation:						
	7.	Description of church facilities:			0				
					V				
	8.	Total annual current operating budget	in dollars: \$						
		Amount committed to:							
		a. General congregation ex	penses: \$	_					
		b. Work-at-large: \$							
	9.								
		a. Debt: \$							
		b. Payment: \$	_						
	10.	Average tenure of pastors during the la	ast 20 years	_					
	11.	Length of present pastoral vacancy:	as o	(1.1)					
•	D.,,	animain a c Aha Mamhanahina		(date)					
C.		cription of the Membership: Age profile by perceptage (shoul que	ial 1						
	1.	Age prome by percentage (should add		% 26-45	% 46-65	% 66 +			
	2.	Major occupation of members by app		uld equal 100%):	70 10 03				
	۷.			% College Students	% Farming	% Retired			
	3.	Racial/ethnic composition by appro	ate percentage:						
	٥.	And an enmile composition of approximation							
D.	Sign	nificant parish events in the last five y	ears:						
-									

C.

D.

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E.	Con	gregational Activities:
	1.	Outreach/evangelism
	2.	Social ministry
	3.	Community involvement
F.	Chri	istian Day School/Preschool/Daycare (own a school, member of a school association, grade levels, provide tuition
	assis	stance to members, interest in starting a school, etc.):
G	LRihl	e study program (who leads Bible studies, when they are held, type of states in the page 1.
٠.		D Status program (who reads 2 lots statutes) when they we noted a system.
H.	Wor	rship practices (style of worship, chanting, hymnal[s] used, use of cease regies, orders of service, use of dren's messages, use of multimedia equipment, use of acolytes, creatiers, torcovers, tectors, ushers, Public Address
		System, etc.):
J	Ļ	
I.		ministration of the Sacraments:
	1.	Baptism (preparation, sponsors, follow up, etc.)
	2.	The Lord's Supper (frequency, vessel and, assistation distribution, who may commune, etc.)
J.		ilities:
	1.	Church
	2.	School
	۷.	SCHOOL
	3.	Church Office (location, equipment provided, etc.)
	4.	Pastor's Study (location, equipment provided, etc.)

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		Charles and a control of the life bours worked duties newformed compensation etc.)
	1.	Church secretary (availability, hours worked, duties performed, compensation, etc.)
	2	Other stoff (places describe)
	2.	Other staff (please describe)
	_	
L.	Ko	ole of women (suffrage, positions of leadership, limitations, etc.):
M.	Cu	rrent congregational policies:
		Weddings for non-members
	1.	Wouldings for non-monkous
	2.	Funerals for non-members
	۷.	Tunorals for non-manicals
	3.	Other policies
	-	
N.	Pa	astoral approach desired in our pastor regarding addressing issues and resonance the congregation:
	Г	
0.	Te	eam Ministry (lines of accountability, division of responsibilities, etc.)
	Г	
	l	
	L	
Ρ.	Cl	hallenges facing the congregation:
	1.	At the present time
	2	In the future
	2.	III the future
Ω	Sn	ecial pastoral qualityceded in o ext pastor:
Ų.		ectal pastoral quantites needed in ot
R.	Sp	pecial concerns:

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S. Other helpful information regarding the congregation:
INFORMATION PROVIDED BY:
1. Congregation (specify group or individual):
2. Vacancy pastor: Address: Cell the No:
3. Circuit visitor: Email A SS: Cell Phone L.
4. Contact person: For hone No: Ema_Address:
Cell Phone No:
NOTE: When a pasto is called from the fig., the original (signed) and one copy of the complete call document ("Diploma of
Vocation," "Supplement of the Diploma of Vota and "Compensation Information," and "Additional Congregational Information") is
to be sent to the <u>person</u> of the <u>District President</u> , one is to be sent to the <u>Circuit Visitor</u> , and one is to be kept by the <u>Calling Boar</u> . Open accessince, one copy, duly completed and signed by the person called, is to be returned to the
be kept by the <u>Calling Book</u> . Upon acce tice, one copy, duly completed and signed by the person called, is to be returned to the calling body with a personal letter. Upon a ination, both copies are to be returned to the calling body together with a proper letter of
declination. A copy of the letter accepting declining the call should be sent the District President(s).
When allies a coming and date through the Board of Assignments, the original (signed) complete call document ("Diplome of
When calling a seminary graduate through the Board of Assignments, the original (signed) complete call document ("Diploma of Vocation," "Supplement to the Diploma of Vocation," "Compensation Information," "Summary Page for pages 1-6," "Additional
Congregational Information," and "Summary Page for pages 7-11") should be forwarded to the District President for his signature
Once he has signed the document, one copy will be returned to the calling body, one will be retained by the District President, and the
original will be forwarded to the Board of Assignments.
Signature of District President
(If request is for a seminary graduate)

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Summary of the Call

(Position)
(Calling Body)
(Location)
(District of Which the Calling Body is a Member) Basic cash salary for 12 months (do not include any other payments to the pastor which are designated below): \$
Parsonage/Utilities Information Does the congregation own a parsonage?
Average annual parsonage utility cost: \$
Housing equity provided by the congregation?
Housing equity provided by the congregation:
Housing Allowance
Annual amount of housing allowance (including utility allowance) paid to the pasto.
Auto Information
Mileage reimbursement paid to the pastor (instead of a car allowance)?
If yes, rate of mileage reimbursement per mile: \$
Maximum amount of mileage reimbursement per year: \$
Annual car allowance paid to the pastor?
If yes, annual amount of car allowance paid to the pastor: \$
Benefits Information
Does the congregation provide a benefit package for the provide a benefit package for the provide a point of the provide a benefit package for the provide a point of the provide a benefit package for the provid
If yes, which Plan package is provided?
If the congregation provides one of the packages that the Control of the Control
If the congregation provides the CHP, who congregate pay premiums for:
Does the congregation provide a health se plan than the shoordia Health Plan?
If yes, the congregation pays the other head plan pages for:
If the congregation do not be provide a package at includes the Concordia Retirement Savings Plan (CRSP), does it provide another plan or addition retirement in a fits in the confidence of another 403(b), etc.?
Is there additional income pand to the past op enable him to pay a portion of his self-employment tax?
Moving Information
Is there a maximum amount of moving penses paid by the congregation?
If yes, maximum amount: \$
Miscellaneous Information
Continuing education/Graduate school allowance?
If yes, annual amount for continuing education /graduate school: \$
Annual days of vacation, including the number of Sundays (should be based upon the pastor's total years of service in the ministry):
Does the congregation follow the District's salary compensation guidelines?

Summary of Additional Congregational Information for

Please note: The letters and numbers printed below reference the corresponding items on pages 7-11 of the call document.			
A.	A. Description of the Community		
	1.	Approximate size of community (check one): O Isolated rural O City (5,001-10,000) O City (50,001-100,000) O Inner city	
		Rural O City (10,001-25,000) O City (100,001-200,000) O Urban	
		Town (2,500-5,000) City (25,001-50,000) Large city (200,001+)	
	3.	Sociological information:	
		a. Major industries:	
		b. Predominant vocations:	
	4.	Racial/ethnic composition:	
	5.	Educational opportunities: (check all that apply)	
		☐ Elementary schools ☐ High schools ☐ Universities ☐ Other institutions. Please describe:	
	6.	Names and baptized membership of other Lutheran churches and distance from ch	
	7.	Major denominations represented:	
	8.	General description of climate:	
В.	Des	scription of the Congregation:	
	1.	Year organized:	
	2.	Baptized membership: Present 3 yrs. ago 5 yrs. ago	
	3.	Confirmed membership: Present yrs. ago 5 yrs. ago	
	4.	Average Sunday church attendance: Present 3-yrs. ago 5 yrs. ago	
	6.	Other salaried staff positions in or stegation	
	8.	Total annual count operating budget dollars b	
	9.	Total capital d	
F.		ristian Day School, school, member of a school association, grade levels, provide tuition	
	ass	istance to members, interest in state g a school, etc.):	
Q.	Spe	ecial pastoral qualities needed in our next pastor:	
ъ			
R.	Spe	ecial concerns:	