

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 Savings Plan (CRSP), does 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 of his self-employment tax?

Additional Information: _____

Additional information regarding the benefits package offered by the congregation:

Moving Information

Personal travel expenses paid when moving to the new location?

Is there a maximum amount of personal travel expenses paid by the congregation?

If yes, maximum amount: \$

Personal moving expenses paid when moving to the new location?

Is there a maximum amount of moving expenses paid by the congregation?

If yes, maximum amount: \$

Moving arrangements (professional moving company, U Haul, etc.):

Is there an additional amount given to the pastor as a Relocation Grant to cover misc. moving expenses?

If yes, amount of relocation grant: \$

Additional information regarding moving:

If calling a seminary graduate, will the congregation support his involvement in a post-seminary support program (e.g., PALS program, District mentoring program, etc.)?

Is the congregation willing/able to assist the pastor in the reduction of his educational debt?

If yes, please describe: _____

Continuing education allowance:

If yes, annual amount for continuing education /graduate school: \$ _____

If yes, how much time does the congregation grant to the pastor per year for continuing education/graduate school purposes? _____

Does the congregation offer a sabbatical leave?

If yes, please describe: _____

Maximum amount of reimbursement for professional expenses (books, periodicals, memberships, vestments, etc.): \$ _____

Days off per week _____

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?

If no, describe the salary compensation guidelines used by the congregation: _____

Additional information

Signed this _____ day of _____, A.D. _____

By: (1) _____ Position: _____

(2) _____ Position: _____

(3) _____ Position: _____

(4) _____ Position: _____

on behalf of _____

District: _____

ACCEPTANCE

I, _____, after prayerful consideration hereby accept this call and with the help of Almighty God agree:

To assume willingly the obligations stated above and the responsibilities of this office as specified in this call document or as may be resolved and agreed on periodically;

To perform faithfully all duties of this office in accordance with the Word of God and the confessional standards of the Evangelical Lutheran Church as drawn from the Sacred Scriptures and found in the Book of Concord;

To exemplify the Christian life in all that I do and say, working in concert with all others in order that my ministry in your midst may be a blessing to many people, to our church, and especially to our Lord, Jesus Christ.

Signed this _____ day of _____, A. D. _____

by _____

Address: _____

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

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
- 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 that apply)

- Elementary schools
- High schools
- Universities
- Other institutions. Please describe: _____

6. Names and background of other Christian churches and distance from church

--

7. Major denominations represented:

--

8. General description of climate:

--

B. Description 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 congregation:

7. Description of church facilities:

8. Total annual current operating budget in dollars: \$ _____

Amount committed to:

a. General congregation expenses: \$ _____

b. Work-at-large: \$ _____

9. Total capital debt and amount of annual amortization payment:

a. Debt: \$ _____

b. Payment: \$ _____

10. Average tenure of pastors during the last 20 years: _____

11. Length of present pastoral vacancy: _____ as of _____ (date)

C. Description of the Membership:

1. Age profile by percentage (should equal 100%):
 _____ % 0-14 _____ % 15-18 _____ % 19-25 _____ % 26-45 _____ % 46-65 _____ % 66 +

2. Major occupations of members by approximate percentage (should equal 100%):
 _____ % Professional/Business _____ % Labor _____ % College Students _____ % Farming _____ % Retired

3. Racial/ethnic composition by approximate percentage:

D. Significant parish events in the last five years:

E. Congregational Activities:

1. Outreach/evangelism

2. Social ministry

3. Community involvement

F. Christian Day School/Preschool/Daycare (own a school, member of a school association, grade levels, provide tuition assistance to members, interest in starting a school, etc.):

G. Bible study program (who leads Bible studies, when they are held, type of studies in the past year, etc.):

H. Worship practices (style of worship, chanting, hymnal[s] used, use of acolytes, ministers, orders of service, use of children's messages, use of multimedia equipment, use of acolytes, cantors, chorale leaders, lectors, ushers, Public Address [PA] System, etc.):

I. Administration of the Sacraments:

1. Baptism (preparation, sponsors, follow up, etc.)

2. The Lord's Supper (frequency, vessels used, assistance in distribution, who may commune, etc.)

J. Facilities:

1. Church

2. School

3. Church Office (location, equipment provided, etc.)

4. Pastor's Study (location, equipment provided, etc.)

1. Church secretary (availability, hours worked, duties performed, compensation, etc.)

2. Other staff (please describe)

L. Role of women (suffrage, positions of leadership, limitations, etc.):

M. Current congregational policies:

1. Weddings for non-members

2. Funerals for non-members

3. Other policies

N. Pastoral approach desired in our pastor regarding addressing issues and making changes in the congregation:

O. Team Ministry (lines of accountability, division of responsibilities, etc.):

P. Challenges facing the congregation:

1. At the present time

2. In the future

Q. Special pastoral qualities needed in our next pastor:

R. Special concerns:

Sample

S. **Other helpful information regarding the congregation:**

INFORMATION PROVIDED BY:

- 1. Congregation (specify group or individual): _____
- 2. Vacancy pastor: _____ Home Address: _____
Cell Phone No: _____
- 3. Circuit visitor: _____ Email Address: _____
Cell Phone No: _____
- 4. Contact person: _____ Home Phone No: _____
Email Address: _____
Cell Phone No: _____

NOTE: When a pastor is called from the field, the original (signed) and one copy of the complete call document ("Diploma of Vocation," "Supplement to the Diploma of Vocation," "Compensation Information," and "Additional Congregational Information") is to be sent to the **person called**. One copy is to be forwarded to the **District President**, one is to be sent to the **Circuit Visitor**, and one is to be kept by the **Calling Body**. Upon acceptance, one copy, duly completed and signed by the person called, is to be returned to the calling body with a personal letter. Upon declination, both copies are to be returned to the calling body together with a proper letter of declination. A copy of the letter accepting or declining the call should be sent the District President(s).

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)

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 Allowance

Annual amount of housing allowance (including utility allowance) paid to the pastor: _____

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 pastor through Concordia Plan Services? _____

If yes, which Plan package is provided? _____

If the congregation provides one of the packages that include the Concordia Health Plan (CHP), which coverage level option is currently provided? _____

If the congregation provides the CHP, who does the congregation pay premiums for? _____

Does the congregation provide a health care plan other than the Concordia Health Plan? _____

If yes, the congregation pays the other health plan premiums for: _____

If the congregation doesn't provide a package that includes the Concordia Retirement Savings Plan (CRSP), does it provide another plan or additional retirement benefits in the form of another 403(b), etc.? _____

Is there additional income paid to the pastor to enable him to pay a portion of his self-employment tax? _____

Moving Information

Is there a maximum amount of moving expenses 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. Description of the Community

1. Approximate size of community (check one):

<input type="radio"/> Isolated rural	<input type="radio"/> City (5,001-10,000)	<input type="radio"/> City (50,001-100,000)	<input type="radio"/> Inner city
<input type="radio"/> Rural	<input type="radio"/> City (10,001-25,000)	<input type="radio"/> City (100,001-200,000)	<input type="radio"/> Urban
<input type="radio"/> Town (2,500-5,000)	<input type="radio"/> City (25,001-50,000)	<input type="radio"/> Large city (200,001+)	<input type="radio"/> Suburban

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 church: _____

7. Major denominations represented: _____

8. General description of climate: _____

B. Description 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 _____

6. Other salaried staff positions in congregation: _____

8. Total annual current operating budget (dollars): _____

9. Total capital dollars: _____

F. Christian Day Schools: (own a school, member of a school association, grade levels, provide tuition assistance to members, interest in starting a school, etc.):

Q. Special pastoral qualities needed in our next pastor:

R. Special concerns:
