

CALLING AN ADMINISTRATOR

DJ Schult – Assistant to the President
Lutheran Church Missouri Synod
North Wisconsin District

BIBLICAL REFERENCES

- ▶ Matthew 10 and Luke 9
- ▶ Matthew 28
- ▶ John 20
- ▶ Acts 1
- ▶ Acts 6

OPENING THOUGHTS

- ▶ A vacancy is a time for prayer
- ▶ A vacancy is a creative time for a congregation to assess and clarify its mission, vision, goals, and strategies.
- ▶ It is important that a congregation be deliberate and follow the steps.

IMMEDIATE CONCERNS

- ▶ Review the constitution and bylaws
- ▶ Appoint a call committee
- ▶ Keep the North WI District Office informed

CALL COMMITTEE CHECKLIST

- ▶ Prayer
- ▶ Develop initial time frames
- ▶ Determine how to communicate process
- ▶ Follow the Church constitution
- ▶ Understand the school needs
- ▶ Review and publicize job description, including terms of call
- ▶ Call for names from the district, congregation
- ▶ Screen and interview by phone, face to face
- ▶ Recommend to voters

CALL CONSIDERATIONS

- ▶ Synod Definition

If a worker is on the Roster of the Lutheran Church – Missouri Synod and performing ministry, they are to be considered called.

- ▶ Tenured and Non-tenured Calls

- ▶ Ten month and twelve month Calls

COLLECTION OF CANDIDATE NAMES

- ▶ Develop a process for the submission of names:
 - *In writing
 - *Official Form
 - *Clearly identified time frame
- ▶ North WI District Office
- ▶ Lutheran School Portal

REVIEWING CANDIDATES

- ▶ Contact individuals to establish interest in position
- ▶ Check references before or after interviews
- ▶ Determine interview questions
- ▶ Optional Procedures
 - *Develop a questionnaire
 - *Conduct phone interviews
 - *Bring candidate in for personal interview
 - *Interview with boards and stakeholder groups
 - *Skype

SALARY CONSIDERATIONS

- ▶ Use existing salary instrument or North WI District Guidelines
- ▶ Determine benefits based on existing policy for all workers
- ▶ Determine additional multipliers for extra duties or responsibilities
 - *Be clear about “extra” duties rather than “we’ll figure it out as we go”

EXTENDING A CALL

- ▶ Publicize date of Voters' Meeting
- ▶ Pray for direction of the Holy Spirit
- ▶ Voters elect a candidate
- ▶ Contact the called individual
- ▶ Send call documents
- ▶ Notify the District Office of call extended
- ▶ Prepare for visit of the called person
- ▶ Pray for both congregations
- ▶ Notify all candidates

CALL DECISIONS

- ▶ If call is accepted
 - *Inform the District Office
 - *Prepare for installation

- ▶ If call is declined
 - *Inform the District Office
 - *Extend another call using existing names
 - *Begin process again
 - *Determine interim procedures

FINAL THOUGHTS

- ▶ Calling a principal is an important process.
 - ▶ Spend significant time in prayer, seeking the Lord's direction.
 - ▶ Do your homework thoroughly.
 - ▶ Trust the Holy Spirit to work through your good process.
- 