

Letter of Call - sample

To _____

Grace be unto you and peace from God our Father and the Lord Jesus Christ

Mindful of the apostolic admonition that all things be done decently and in order, and in accordance with the practice of the Lutheran church to provide qualified Persons of good report and in whom the fruits of the Spirit are manifest, the Evangelical Lutheran Church in Canada recognizes the office of the ministry established by our Lord and seeks through it to give the spiritual leadership and pastoral care necessary for the establishment, growth, development, and welfare of Christ's holy Church. Accordingly,

voted to call you as pastor, according to the following terms:

ELCIC 6/96

That You...

- (1) Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and practices of the church;
- (2) Baptize, confirm and marry in accordance with the teaching of the church and with the laws of the province or territory, visit the sick and distressed and bury the dead;
- (3) Inculcate piety in individual and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregation;

- (4) Install members of the Congregational Council and, with the council, administer discipline;
- (5) Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
- (6) Encourage the members to be generous in support of the ministry of the congregation, the synod and the church;
- (7) Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants, and submit a report of such statistics annually to the secretary of the synod on forms provided by the church. The parish records shall be kept in a separate book which shall remain the property of the congregation;
- (8) Commend members who move to the pastoral care of the parish in which their new home is located;
- (9) Participate in the Pension and Benefits Plan of the Evangelical Lutheran Church in Canada;
- (10) Participate in the Health and Dental Plan of the Evangelical Lutheran Church Canada;
- (11) _____

That We...

- (1) Receive you as our pastor and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer
- (2) Promise you our faithful assistance in the work to which you are called
- (3) Support the work of the congregation, the synod and the Church
- (4) Contribute to the Pension and Benefits Plan according to the regulations of the Evangelical Lutheran Church in Canada
- (5) Reimburse you for expenses, not otherwise provided for, incurred in attending conventions and other official meetings at which your attendance is required

(6) Participate in the Continuing Education Plan of the Evangelical Lutheran Church in Canada

(7) Provide you a residence kept in good repair, including utilities ()

OR

Pay you a housing allowance ()

(8) Pay you salary and benefits, to be reviewed annually, as provided for in the enclosed Memorandum of Compensation, Professional Expenses and Benefits

(9) Pay your moving expenses (including travel) as follows:

(10) Contribute to the Health and Dental Plan of the Evangelical Lutheran Church in Canada

in accordance with synodical guidelines.

May the Holy Spirit guide you in the consideration of this call.

Name

Office

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date _____

Certified by _____ Bishop

We earnestly request you to acknowledge immediately receipt of this Letter of Call and make your decision known to us within thirty days of official notice.

Correspondence should be addressed to _____

Address

Telephone number _____

Copies of the letters pertaining to the acknowledgement of and decision on this Letter of Call should be provided for the Bishop of the Manitoba/Northwestern Ontario Synod .