

Appendix 2E: Transition Timeline

While it is difficult to predict how long the call process will take, this timeline attempts to illustrate the phases of the process. It is important to realize that there are many variables that need to be factored into each congregation's situation.

4-6 weeks	4-6 weeks	1-2 months	4-6 weeks	30 days	30-60 days
Ministry Site Profile and job description preparation	Receive and process candidates	Candidate interviews	604.20 process and congregation calls	Minister considers call	Minister accepts and moves

4-6 weeks Ministry Site Profile (MSP) is prepared for submission to the bishop's office. This phase lays the foundation for the entire process and should not be hurried. Adequate time must be allowed to hear from the membership of the congregation. A job description is developed from the information gathered concerning congregational needs. Set a time for the bishop to visit the congregation for a . . .

Ministry Site Profile congregational conversation with Bishop Svennungsen. After final edits to the MSP, the document is submitted to the bishop's office.

4-6 weeks Suggested names are invited from the congregation, the synod staff discusses names and Minneapolis Area Synod ministers interested in submitting their names to synod staff for the position, do so. The synod staff reviews all of the Rostered Leader Profiles, makes the necessary contacts to other synods for permissions, and prepares a list of the best candidates.

The Call Committee receives the names of candidates from the synod staff.

1-2 months The call committee contacts candidates and arranges and conducts first and second interviews.

4-6 weeks As soon as a candidate has been chosen by the call committee the 604.20 background check begins. This process can take about 4 weeks, and sometimes longer. The congregation council receives the call committee's recommendation and schedules a special congregation meeting to vote on issuing the call. Most congregation constitutions require a two-week notice to its members before such a meeting to call can take place.

Special Congregational Meeting to call a pastor. 2/3 votes needed to extend call. Hopefully, well over 90% of the votes are positive!

30 days Ministers are allowed 30 days to respond to a call.

30-60 days It often takes at least 30-60 days for a minister to resign from one call and begin another.