

Appendix 5G – Follow-Up

At the end of the interview, the candidate needs to be told the approximate time table for the completion of the congregation's call process.

Assure the candidate that they will be kept updated on the call committee's progress. Be sure to let them know if there are unexpected delays due to illness, etc.

The candidate should be given the name and phone number/email of a designated member of the committee in case there are any questions or concerns that might come up during the process.

Following the interview, the call committee chair should send a letter or email to the candidate thanking them for his or her willingness to be interviewed. Reiterate your promise to keep them informed as the call process continues.

It is crucial that the call committee immediately notify the candidate when he or she is no longer being considered. This information should also be given immediately to the synod staff who are assisting you with the call process.

Please remember that they are prayerfully considering your congregation and that this consideration affects many areas of their life – including family members.

The following is a sample of a letter or email for this purpose:

Dear Candidate Name,

On behalf of the call committee, I want to thank you (*and spouse*) for visiting with us in a first step consideration of a call to the ministry of *Congregation Name*.

The call committee has met and reviewed our impressions of the conversation we had with you, and we all agreed that you have many gifts. We recognize, however, that the directions and desires we have for our ministry are different from the directions and desires that you feel are important. We have concluded that we should not continue discussion toward a call.

Thank you again for your helpful participation in our call process. We send you our best wishes and pray God's blessing on you.

Best regards,

Chair of Call Committee