Dear Call Committee and Council President:

Congratulations on achieving this exciting step in your call process! Enclosed you will find the paperwork necessary to finalize the call your new pastor. **Please carefully read the instructions below before filling in the enclosed paperwork.** If you have any questions about this paperwork, call Mary Romskog, Rev. Kristin Nielsen or Rev. Jennifer Arnold at the Greater Milwaukee Synod office. Our number is 414-671-1212. We'll be happy to help you get the paperwork filled in correctly so that Bishop Erickson can sign it and we can return it to you quickly.

**Letter of Call – 2 forms**

- **Official ivory letter of Call** – please **SIGN ONLY** this official letter of call form. Use the two lines that say President and Secretary. Bishop Erickson will sign on the “Attested by” line. All other information will be entered from your working copy of the letter of call (on white paper) at the synod office.
- **White working copy** – use this as your working copy, filling in all the details. We will use the information you provide on this working copy in our office to complete the official ivory copy.

**Definition of Compensation, Benefits and Responsibilities of the Pastor – 3 forms**

- **Official salmon colored form** – please **SIGN AND DATE ONLY** page 2 of this form. Use the lines that say Congregation President and Council Secretary and the date line immediately below. Your newly called pastor will sign below this area where the form says “The Reverend” and “date of signature”. All other information will be transferred from your working copy to this salmon colored copy in the synod office.
- **Pink First Call Form** – this form will be included when your candidate is receiving their first call. Please fill in and sign this form completely.
- **White working copy** - you may use this form as your working copy to fill in all the details about this call. We’ll use the information you provide on this working copy to complete the official salmon copy at the synod office.
- **Steps for completion of the form** – helps and hints for filling in your working copy (you may keep this sheet for your files).

When you are finished with your paperwork, **please return everything in a large envelope** (you may keep the steps for completion form). You can reuse the folder that was inside this envelope. **Please do not fold this paperwork** since your pastor may wish to frame the letter of call.

When all the paperwork is returned to us we will fill in the official documents quickly and have them signed by Bishop Erickson. The original files are mailed to your new pastor, a photocopy is kept here in the office and an additional photocopy is returned to you. Blessings on this new journey for your congregation and your new pastor!
LETTER OF CALL
TO AN ORDAINED MINISTER OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

IN THE NAME OF THE FATHER,
AND OF THE SON, AND OF THE HOLY SPIRIT. AMEN.

With prayer for the guidance of the Holy Spirit to do God’s will,

a congregation of the

of the Evangelical Lutheran Church in America

meeting on

extends to you this call to serve as

We call you to exercise among us the ministry of Word and Sacrament which God has established and which the Holy Spirit empowers: To preach and teach the Word of God in accordance with the Holy Scriptures and the Lutheran Confessions; to administer Holy Baptism and Holy Communion; to lead us in worship; to proclaim the forgiveness of sins; to provide pastoral care; to speak for justice in behalf of the poor and oppressed; to encourage persons to prepare for the ministry of the Gospel; to impart knowledge of the Evangelical Lutheran Church in America and its wider ministry; to endeavor to increase support given by our congregation to the work of our whole church; to equip us for witness and service; and guide us in proclaiming God’s love through word and deed.

In accepting this call, you hereby promise to fulfill this pastoral ministry in accord with the standards and policies for ordained ministers of the Evangelical Lutheran Church in America. Therefore, be diligent in the study of Holy Scripture, in use of the means of grace, in prayer, in faithful service, and in holy living.

With this call, we pledge our prayers, love, esteem, and personal support for the sake of the ministry entrusted to you by God and for our ministry together in Christ’s name. Specific responsibilities, compensation, benefits, and conditions of this call are contained in a document related to this call.

In testimony of this call, we have subscribed our names on behalf of the congregation on this day of , A.D.

President

Secretary

 Arrested by

Bishop of the

Date of bishop’s signing
Addendum to the Letter of Call for  
FIRST CALL  
Ministers of Word and Sacrament and Ministers of Word and Service

The Evangelical Lutheran Church in America, working in partnership with the respective synod, all congregations, institutions and agencies which are calling a First Call candidate, defined as being in the first year of ordained or consecrated ministry, will provide continuing education opportunities for all First Call rostered staff.

Under the guidelines of First Call Theological Education (FCTE), provisions will be made for all First Call persons to complete fifty (50) continuing education contact hours (50 minute periods of educational activity to meet program goals) annually for the first three years of call. Other expected components during these first three years include the Mentor Program and First Call Gatherings, which are administered by the synod.

Participation in these programs will be achieved through the working partnership of the First Call person, the congregation, institution or agency, and the synod office. The Greater Milwaukee Synod will provide annual events, totaling 25 continuing education contact hours. The remaining 25 contact hours and continuing education days for each year will be fulfilled with electives, chosen by the rostered person in consultation with the leaders of the congregation, institution or agency.

The below listed congregation, institution or agency of ____________________________ agrees to provide ___________ days (7 minimum) annually for First Call Theological Education, in addition to ___________ days (synod guidelines minimum 14 days) for electives in continuing education.

We have also budgeted $ ___________ ($300 minimum) annually to assist with FCTE expenses, in addition to $ ___________ ($700 minimum) annually for electives in continuing education.

This congregation/institution/agency recognizes that during the first three years of First Call, the staff member will also participate in the mentoring program and attend the biannual gathering with peers, usually scheduled to coincide with other synod events.

These provisions will be available for the next three years.

President/Chair __________________________________________ Date________________
First Call Minister _________________________________________ Date________________
Synod Representative ________________________________________ Date________________
Definition of Compensation, Benefits, And Responsibilities of the Pastor

Prepared by _____________________________

for the Reverend _____________________________

for the period: _____________________________ to _____________________________

A. COMPENSATION

The congregation will provide the following annual compensation:

1. Base Cash Salary $____________
2. Housing Allowance (if provided) $____________
3. Self-employed Social Security payment allowance (if provided) $____________
4. If a parsonage or other housing is provided:
   a. Utilities allowance $____________
   b. Furnishings allowance $____________
   c. Housing equity allowance $____________

B. PENSION AND OTHER BENEFITS

The congregation will sponsor the pastor in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical-dental coverage. (Sponsorship will include medical-dental coverage for the individual's spouse and children unless they have other employer-provided group medical insurance coverage and the individual consents to waiving medical-dental coverage for them under the ELCA Pension and Other Benefits Program.)

1. ELCA Pension at ____% of defined compensation
2. ELCA Medical-and-Dental Insurance (check one below):
   a. Member only
   b. Member and spouse
   c. Member and children
   d. Coverage waived
            $____________

3. Other insurance or benefits: $____________

C. EXPENSES

The congregation will provide for the following expenses related to this pastor's ministry.

1. Automobile and travel allowance $____________
2. Other professional expenses $____________
3. Expenses for official meetings of the synod, as reimbursed $____________
4. Continuing education ($1,000 recommended; minimum $700 from calling source) $____________
5. Other (__________________________________________) $____________
6. Pay the moving expenses to this field of service as follows: $____________

D. AGREEMENT

1. Vacation time of ________ days per year, including ________ Sundays;
2. Continuing education time of ________ weeks per year (recommended minimum of two weeks per year that may be accumulated up to three years, as reflected in a continuing-education agreement developed by the rostered lay person and congregation council);
3. Participation in a First-Call Theological Education Program, where applicable;
4. Ongoing care through a Mutual Ministry Committee;
5. Up to two months of continued salary and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled*; and
6. Maternity/Paternity or Adoptive leave of ________ weeks with full salary, housing, and benefits (Recommended 6 weeks; 4 weeks minimum).

* Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of this call.

1/2018
A description of the particular responsibilities of this position may be attached to this "Definition of Compensation, Benefits, and Responsibilities."

<or the following may be completed>

E. OTHER PROVISIONS

Special emphases of the pastor and special encouragement by the congregation:

1. During this time period, the pastor will give special attention to the following:
   (a) 
   (b) 
   (c) 
   (d) 
   (e) 

2. The congregation will encourage and support this pastor’s ministry in the following ways:
   (a) 
   (b) 
   (c) 
   (d) 
   (e) 

F. OTHER MATTERS

(Such as accountabilities, service on synodical or churchwide boards and committees, work in church-camp programs, or other such details.)

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.

__________________________  ____________________________
Congregation President        Council Secretary

Date: ______________________

I certify that I accept the above statement:

The Reverend ___________________________  Date of signature: _______________
STEPS TO COMPLETE:
Definition of Compensation, Benefits, and Responsibilities of the Pastor

Evangelical Lutheran Church In America
God's work. Our hands.

FIRST LINE: Prepared by ___________________________ (Name and address of congregation)
SECOND LINE: for the Reverend ______________________________ (Name of pastor)
THIRD LINE: for the period: ____________________________ (Duration—normally for one year, with annual review)

A. COMPENSATION

LINE A.1.: List the base cash salary.

LINE A.2.: List the dollar amount of housing allowance beyond base salary. Designation of the percentage and amount of salary devoted to housing allowance must be done in an annual resolution of the congregation council's minutes. The individual pastor is finally responsible for any tax implications of the housing allowance. Compensation does not include every expense or benefit connected with a particular ministry.

LINE A.3.: List dollar amount of any payment allowance (if provided) for "Self-employed Social Security."

LINE A.4.: If a parsonage or other housing is provided, consider costs of a utilities allowance (if provided) or other allowances (if any).

B. PENSION AND OTHER BENEFITS
The Pension and Other Benefits Program of the Evangelical Lutheran Church in America was established to provide the pastor with retirement, disability, survivor, and medical-dental coverage.

LINE B.1.: Indicate the percentage of contribution on the basis of the defined compensation of the pastor (salary and housing). The percentage is based on current requirements of the plan and the policy of the synod for Letters of Call.

LINE B.2.: Sponsorship will include medical-dental coverage (where applicable) for the pastor's spouse and children unless they have other employer-provided group medical insurance and the pastor consents to waiving medical-dental coverage under the ELCA Pension and Other Benefits Program.

LINE B.3.: List amounts of other insurance or benefits, if any, to be provided to the pastor, beyond those that are part of the pension and benefits contributions made by the congregation for the types of coverage provided under the ELCA Pension and Other Benefits Program (retirement, disability, survivor, and medical-dental coverage).
C. EXPENSES
Expenses are NOT part of the pastor’s compensation. Rather, these items represent payment of costs related to the carrying out of this ministry.

LINE C.1.: Automobile expenses may be covered by a specified total annual amount or on an actual recorded mileage basis.

Other travel allowance provisions would be noted here as well.

LINE C.2.: Indicate amount (if any) to be provided for other professional expenses, such as an allowance for theological books and periodicals.

LINE C.3.: Coverage of expenses for official meetings of the synod is required.

LINE C.4.: Indicate amount provided for continuing education.

LINE C.5.: List other items and amounts to be provided for them.

LINE C.6.: For pastor accepting a call, define arrangements and reimbursements for moving expenses. Moving expenses normally are paid in full by the calling congregation.

D. AGREEMENT
LINE D.1.: Enter vacation time. Normally four weeks per year encompassing four Sundays is provided.

LINE D.2.: Enter time for continuing education. Minimum recommendation is indicated on the form.

LINE D.3.: Provision must be made for the “First-Call Theological Education Program” for recent seminary graduates.

LINE D.4.: This provides a reminder of the congregation’s commitment to the care exercised by a Mutual Ministry Committee (C13.04, in the Model Constitution for Congregations).

LINE D.5.: Disability leave provisions are coordinated with the ELCA Pension and Other Benefits Program and with Social Security.

a. Up to two months of continued salary, housing, and contributions to the pension program in a 12-month period are to be provided by the congregation.

b. Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of the call.

LINE D.6.: Where applicable, maternity/paternity or adoptive leave is noted.

(Revised July 2014)
E. OTHER PROVISIONS
A description of the particular responsibilities of the position may be attached or a list may be included here indicating the areas to which the pastor will give special attention and the ways in which the congregation will offer encouragement.

F. OTHER MATTERS
Additional detail may be inserted here related to the broader responsibilities that a pastor may carry in the life of the church.

SIGNATURES
Normally, the president or vice president of the congregation signs and dates the document.
When accepting the agreement, the pastor signs and dates the document.