

**Minnesota North District
Ministers of Religion, Commissioned**

What To Do When You Receive A Call

1. Acknowledge immediately your receipt of the call documents by sending a letter of acknowledgment to the **calling congregation/school**. Send copies of the letter to the following:
 - a) Your District President
 - b) The President of the District in which the calling congregation is located.
2. Notify the members of your congregation (pastor(s), principal, teachers, Board of Education Chairperson) that you have received the call. In addition, read or publish the letter which has been sent by the calling congregation to your congregation/school.
3. Set a meeting date (board of education, voters meeting) to discuss the call with the members of your congregation.
4. Deliberate on the call. In this regard, pray fervently, asking God to help you determine:
 - a) Am I still needed where I am?
 - b) Would it be beneficial for my present congregation if I stay?
 - c) Would it be beneficial for my present congregation if I leave?
 - d) Is the Lord challenging me to use my gifts in a different part of the kingdom at this time?
 - e) Is the Lord challenging me to develop another gift which I have in a different part of the kingdom?
5. Notify the calling congregation, in writing, of your decision regarding the call. Send **copies** of the letter to the following:
 - a) Your District President
 - b) The President of the District in which the calling congregation is located.
6. Notify the members of your congregation (pastor(s), principal, teachers, Board of Education Chairperson) of your decision regarding the call.

(over)

Some Do's and Don'ts:

1. Do pray fervently asking the Lord to show you His will regarding the call.
2. Do seek the advice of your principal and pastor(s) or District President or District Education Exec if you feel this would be helpful in reaching a decision regarding the call.
3. Do seek the advice, comments, and prayers of your members and colloques.
4. Do not negotiate a compensation package with the calling congregation. If the salary is inadequate, decline the call. In doing so, indicate that the salary is inadequate, and recommend that the congregation review the compensation package prior to extending their next call. But, do not indicate that you are open to receiving the call again if the compensation package is adjusted.
5. Do not accept or reject the call on the basis of any contingencies (...If I can sell my house, ...if the congregation will give me the down payment to buy a house, etc.)
6. Do not let home ownership (or the purchasing of a home) determine your decision regarding a call.
7. Do reach a decision without delay (normally within 2-4 weeks of receiving the call documents). If you are unable to reach a clear decision regarding the call within four weeks, decline it.

When You Accept A Call

1. Make sure you fill out and return the 8 ½ x 11 pages included with your call documents (pages 11,13,14 - if applicable). These pages will help District and Synod keep track of your membership and address.
2. If you accept a call to a different district than you are presently serving, you must send a letter to the District President requesting transfer of membership to the new district.
3. It is your responsibility to request from the District President authorization for installation after you have arrived at your new congregation/school.