



Mt. Calvary Lutheran Church – Huron, SD

September 25, 2016

- I. Meeting was called to order by Vice-Chairman, David VanScharrel at 9:15 a.m.
  - A. Role Call was taken by Secretary, Dawn Birkeland with 38 voting members present.
  - B. Potential Voters present at the meeting were: Arthur Donnell, Larry Zavesky, Neal Cruse, Jeff Gilbert, Butch Spain, Lori Messegee, Joe Ahart, Grant Terkildsen, and Beverly Kohlmeier
- II. Opening Prayer (Rev. Dr. Dale Sattgast, Circuit Visitor)
- III. Office of Pastor
  - A. A pastor is an under-shepherd of the Great Good Shepherd Jesus Christ
  - B. He is *not* a “hireling” (cf. John 10:13) but a gift (calling) of God. *Ephesians 4:11.*
  - C. His *primary* attention is focused on ministry of Word and Sacraments (Divine Services, Baptisms, Bible studies, confirmation, weddings, funerals & bereavement, outreach, pastoral care with all ages, communication via newsletters and other means) *Acts 6:4, 1 Corinthians 4:1-2, Acts 4:12*
  - D. There are *many other functions* he will do (cf. 2 Timothy 4:5) “...according to the needs as specified in the accompanying document or as may be resolved and mutually agreed upon from time to time.” (See: Diploma of Vocation and Supplement to the Diploma of Vocation.)
  - E. Though a sinner, he is to model Christ—*1 Timothy 3:1-7, 1 Peter 5:1-4*
- IV. Lutheran Understanding of the Call
  - A. The calling of a pastor is an act of faith. It is, ultimately, *God* who calls the pastor (cf. Acts 1:21-26) and who has *His* purposes for that pastor’s specific ministry in that specific parish.
    1. The congregation *mediates* the call for a pastor (cf. Acts 1:21-26).
    2. The congregation must not compare *calling a pastor to hiring an employee.*
  - B. The calling of a pastor also uses a *human* process (call committee, congregational self-study, nominations, call list, call meeting, balloting)
    - Call committee is the Board of Elders, the Chairman, and the Vice-Chairman of the Congregation.
  - C. The entire call process should be bathed in prayer, seeking the guidance of the Holy Spirit
- V. Special Concerns/Opportunities/Needs at Mt. Calvary
  - A. Current vacancy in position of associate/assistant pastor
  - B. Pastor Domke’s announced retirement in 2018 (May)
  - C. Concerns about average attendance / finances / number of called staff
    - *Mt. Calvary currently has 267 average attendance, which is on the lower edge of being able to afford/support 2 Pastors.*
  - D. **Staffing models – Short-term / Immediate**
    1. Current: Senior (“Administrative”) Pastor / Call an Associate (or Assistant) Pastor from the seminary or from “the field.”
      - a. Concerns about low number of candidates available from the seminary
        - *There will be about 90 graduates available from the seminary and only about 30% usually want to be an assistant or associate Pastor, so there is a good chance we would not be awarded a candidate.*
      - b. Concerns about a recent seminary graduate being able to handle both the ministry and administrative needs of this size of a congregation in the event that it is determined that Mt. Calvary will no longer continue with multiple staff after Pastor Domke retires.
        - *Pastor Sattgast strongly recommends against calling from the seminary for a single Pastor.*
      - c. Concerns about a “provisional” call “from the field” and the uncertainties for pastor who is called. (May or may not be a Senior Pastor)
      - d. It is difficult to call an Associate or Assistant Pastor, then later to call a new Senior Pastor, since the Associate or Assistant has already been in place. It would be better to have a dual vacancy. The current Pastor would resign, so there would be a clean slate.
    2. Call a new Senior (“Administrative”) Pastor “from the field” / Current Pastor becomes the Associate Pastor until his retirement
      - *This has worked pretty well in the past.*
      - *If we vote to call a new Sr. Pastor, do we have to call the former Sr. Pastor to be the Associate? No, this can be handled at a Voter’s meeting. We do not have to go through the entire call process.*
      - a. Higher likelihood of an experienced pastor accepting the call to a senior pastor position.
      - b. Enables the new senior pastor to make a transition into ministry at Mt. Calvary prior to the congregation deciding on / calling additional staff
      - c. Important that the call documents and accompanying information either establish or “leave open” the options for future staffing at Mt. Calvary.
      - d. Timing / Other Concerns: New Year; Easter; Summer; School
        - *After Christmas or after Easter are more likely times and summer is the best time for Pastors to accept calls.*
  - E. **Staffing Models – Long-term**
    1. Senior (“Administrative”) Pastor / Called Associate or Assistant Pastor
    2. Sole Pastor – *Pastor Sattgast doesn’t think this is a good idea. One Pastor won’t have enough time to work with inactive members.*
    3. Senior Pastor / Called Specific Ministry Pastor [SMP] – \*full or part time
      - *This would be someone who works at another vocation. He would have a Vicarage after 2 years, then have 2 more years of study; a good program.*
    4. Senior Pastor / Non-called \*\*Lay Assistant -- full or part time
    5. Senior Pastor / part-time Called Retired Pastor
      - (\*) *All full-time workers must receive full coverage with Concordia Plans*
      - (\*\*) *The Lay Assistant should be enrolled in the District’s Lay Leadership Institute*



- Concordia Health Insurance plans for full-time Pastor would cost approximately \$19,584. This full amount would not be required for a part - time pastor.

#### F. Timeline

1. Begin work with Call Committee ASAP (Circuit Visitor is ex-officio member)
2. Determine **short-term** staffing model – Church Council / Voters' Assembly (*October*)
3. Determine whether **long-term** staffing will be sole pastor or team ministry – Church Council / Voters' Assembly  
- (*October, or could be delayed a year or so*)
4. Congregation self-study will need to be completed (3-4 weeks once distributed)
5. If calling from the seminary, call documents will need to be complete by 1/1/17  
- *Will need input from the Congregation 2-3 weeks after the Voter's meeting.*
6. If calling from the field, nomination forms will need to be distributed and collected.  
- *Only members of Mt. Calvary can submit nominations.*

#### VI. The Calling Process

##### A. Pre-Call meeting with District President or Circuit Visitor – Today

1. Outlines calling process and **receives your agreement to follow the process outlined**  
- *Mt. Calvary Voters showed a raise of hands and are willing to follow the call process outlined.*
2. This includes sharing information needed by the congregation as it prepares to call
3. The right of calling belongs to the congregation. District President and Circuit Visitor assist

##### B. Self-Study (A Ministry Evaluation) – Two Parts: Statistical / Ministry Matters

1. \*The process assists both the congregation or parish and the District President to determine the needs (including strengths and weaknesses) and the vision for ministry
2. This *needs* to be completed and returned to the District President before he begins to assemble a Call List.

##### C. Preparing to Call

###### 1. Two Options

- i. Call a Candidate from the seminary (*If parish chooses this option, decision is made in properly called Voters' Meeting. Skip to Item VI. D.*)
- ii. Call a man "from the field"

###### 2. Procedure for developing a Call List (*Including "nominations"*)

- i. Names are received from members of the congregation in written form. **It is NOT appropriate to have "others" submit names.**
- ii. District President may add or delete some names  
- *Names would only be deleted if a Pastor is on restricted status, or close to being put on restricted status. The District President would be the only one with this information.*

###### 3. Sharing names and information with the Call Committee (through the Circuit Visitor)

- i. PIFs (Pastor's Information Form)
- ii. SETs (Self-Evaluation Tool)

###### 4. Announce the Call Meeting to the members of the congregation

5. Length of the calling process: *minimum* of 2-3 months (2-4 weeks to gather names / complete congregational self-study, 2-4+ weeks to receive information from other districts, 2-4 weeks to prepare a call list, 2 weeks to publish a meeting date)

#### VII. The Call Meeting—all details of this step are not included in this recap. They will be included in full meeting minutes at next Voters meeting.

- 4. If calling from the seminary, call document should be submitted to the District President by January 1, 2017 but no later than March 1, 2017 (for spring placement)**

#### VIII. Compensation / Benefits

##### A. District Salary Guidelines / Benefits Package Benefits Package

1. Please consult the following resources: District Salary Guidelines, Compensation Worksheet, Concordia Plans Rates Worksheet
2. Mileage (At IRS-approved rate – 54¢/ mile) – OR – specific amount: \_\_\_\_\_
3. Moving —details of this step are not included in this recap, will be included in full meeting minutes at next Voters meeting.
4. Continuing Education Allowance: please include! Synodical emphasis.
5. Concordia Plans Services – Preferably "The Church's Plan" Please consult the Concordia Plans Services handout or visit [www.ConcordiaPlans.org](http://www.ConcordiaPlans.org) (The District Business Manager, Mr. Randy Gayken, is another good resource.)

- *\$72,000/yr. is a normal salary including benefits and housing allowance for a Pastor right out of the seminary. You can raise this figure by about \$10,000 for a Pastor from the field depending on how much experience he has and adjusting for Communicate membership.*

##### B. Most of this information should be recommended or decided prior to the Call Meeting

#### IX. Other Call Matters

##### A. Housing Concerns

1. If Housing Allowance is provided:
  - a. Should cover reasonable monthly mortgage, utilities, insurance costs
  - b. Make certain an "agreement" is in place for IRS purposes

##### B. Open Discussion / Questions and Answers

#### X. Reception of New Voting Members

*Dave Moser made a motion to approve the Potential Voters listed above in item I. B. Second by Kerwin Haeder. Carried.*

#### XI. Closing prayer

Respectfully submitted,  
Dawn Birkeland, Secretary