



Suggestions for Congregations Seeking To Call a Pastor

(Updated in 2013)

1. Upon being notified by the pastor that he will be leaving his position as pastor to the congregation it is important that the leadership of the congregation take specific steps to form a prayer focus to seek the will of the Lord for the time ahead.
2. The congregation should notify the President's office of the AFLC to inform them of the upcoming need to fill the pulpit for an interim period and to call another pastor.
3. Review constitutional procedure for calling a pastor and follow precisely.
4. At the proper time the congregations shall form a call committee as specified by constitution.
5. The call committee or church council may choose to do a congregational survey as to what they perceive to be their expectation in the next pastor's ministry in their midst.
6. Care should be taken to match the candidate's skills, gifts and experience as much as possible and practical with the community which the congregations serve.
7. The call committee together with the leadership of the congregation develops a financial package that can be offered when calling. Information can be secured from the business office of the AFLC regarding benefits. Information regarding average salary and benefit packages can usually be secured from the local school district which reflects averages of comparative professional people in the community.
8. The call committee then needs to contact the President's office of the AFLC to secure names of those on the Pastor Available for Call list. The President's office will provide basic information on the candidate such as age, family, experience, and education.
9. The call committee then prayerfully considers the names received and narrows the list down to one name which they agree upon as the name to present to the congregation for its consideration and decision as to whether or not a call should be issued.
10. The narrowing down to one name may include, but is not limited to, inquiry by mail, phone call, or personal visit. Once the call committee has arrived at one name they may want to invite the candidate to visit the congregation, preach at a worship service and perhaps have time to answer questions from the congregation.
11. As a follow up to the interview with the pastoral candidate, a vote needs to be taken. Provision should be made to call congregational meetings without having to wait for a time period to elapse before a meeting can be held.
12. Based on a favorable vote, a letter of call is sent to the pastoral candidate with a request for the candidate to acknowledge receipt of the call and a time limit defined as to when a response from the candidate must be received.
13. The congregation must be committed to pray for the pastor and family knowing that they too are faced with a decision which must be in accord with the Lord's will.