



Suggestions for Congregations Seeking to Call a Pastor

(Updated in 2025)

1. Upon being notified by the pastor that he will be leaving his position as pastor of 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 is encouraged to notify the AFLC President's Office to inform them of beginning the call process for another pastor. Pulpit supply for the interim period can also be discussed.
3. Review constitutional procedure for calling a pastor and follow precisely.
4. At the proper time, the congregation shall form a call committee as specified by their 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 congregation serves.
7. The call committee and/or the congregational leadership develops a financial package that can be offered when calling. Information can be secured from the AFLC Business Office regarding benefits and from the AFLC President's Office regarding salary considerations, as the congregational leadership has interest.
8. The call committee then can contact the AFLC President's Office to secure names of those on the Pastor Available for Call list or others that fit the call committee's direction. The President's Office will provide basic information on the candidate such as age, family, experience, and ministry training. The President's Office will prayerfully provide 2-5 potential names each time the call committee requests names.
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.