



# Upstate New York Synod

## Evangelical Lutheran Church in America

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### **CONGREGATION COUNCIL MEETING FOLLOWING THE RESIGNATION OF A PASTOR**

At the first meeting of the Congregation Council, the Bishop or Bishop's representative (normally the Conference Dean or Lead Synod Staff) shall discuss the particular needs of the congregation and give counsel of a general nature. The recently resigned pastor should not be present at this meeting.

The Bishop or Bishop's representative should be sure to cover at least the following agenda items:

- a. review and elaborate on the Welcome to the Call Process document.
- b. invite the Congregation Council to discuss the role of the ministry in the specific community.
- c. discuss the role and function of Pastoral Leader(s) during a Transition. In some cases this could include use of an Intentional Interim Pastor or the Mission in Transition Team.
- d. introduce the need for the congregation to complete the ELCA's Ministry Site Profile. Lead Synod Staff or the Mission in Transition Team will serve as a resource to the congregation in helping them to complete this.
- e. review with the Congregation Council its present salary provisions, parsonage or housing allowance. The Synod's minimum financial requirements for full-time ministry, parsonage or housing allowance, standard benefit package and professional reimbursements shall be shared.
- f. inform the Council that they will need to give Lead Synod Staff the financial parameters of the salary package they are willing to offer to a pastoral candidate prior to receiving the name of a candidate.
- g. remind the congregation that they are responsible for the moving expenses of the newly called Pastor and family.
- h. discuss the importance of and the process for Background Screenings for rostered leaders in this church.

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i. discuss the appointment of the Call Committee as authorized by the Model Constitution for Congregations (C13.05.) or as outlined in the congregation's own constitution.

If the Bishop is not present, a report on this Congregation Council meeting shall be given to the Bishop.

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