



Diploma of Vocation

IN THE NAME OF THE FATHER AND OF THE SON AND OF THE HOLY SPIRIT. AMEN

To _____ of _____

Having called on the Lord, our God, for guidance and in the exercise of the authority with which He has vested His church on earth

_____ of _____, has elected you to the office of _____ and herewith extends to you this formal notification of your solemn call.

In the name of the Triune God and by His authority we ask you to assume the responsibilities of the office to which we have called you and faithfully to perform all the duties of your office according to the Word of God and the confessional standards of the Evangelical Lutheran Church as drawn from the Sacred Scriptures and found in the Book of Concord. We ask you to do this according to the needs as specified in the accompanying document or as may be resolved and mutually agreed upon from time to time. To the end that you may be enabled to do this, we pledge you our wholehearted and continuing cooperation and support in word and deed and in our prayers to God in your behalf.

We pray God, the Father of our Lord Jesus Christ, who has moved us to extend our call to you, to convince you by His Holy Spirit that it comes from Him; to induce you to accept it; to conduct you safely to your field of labour; and to bless your ministrations to the glory of His holy name, the building of His church, the temporal and eternal welfare of many people, and your own great joy and blessing.

Signed this _____ day of _____, A.D. _____,

on behalf of _____ by _____

Supplement to the Diploma of Vocation for Pastor

To _____

Who is herewith called to the position of _____ of _____
(Position) (Calling Body)

_____ at _____
(Location)

In the name of the Triune God and by His authority we hereby authorize and obligate you:

To administer to us the Word of God in its full truth and purity as contained in the Sacred Scriptures of the Old and New Testaments and as set forth in the confessional writings of the Evangelical Lutheran Church as found in the Book of Concord;

To administer the holy sacraments in accordance with their divine institution;

To perform the functions of a pastor in an evangelical manner; to aid, counsel, and guide members of all ages and social conditions; to visit the sick and the dying; to admonish the indifferent and the erring;

To guard and promote faithfully the spiritual welfare of the members of this congregation, in particular to instruct the catechumens, both children and adults, in the Word of God and thus prepare them for communicant membership in the church;

To guide the congregation in applying the divinely ordained discipline of the church according to the Word of God;

To promote and guide the mission activity of the congregation as it is related to the local community and to endeavours of the Synod and its Districts, in particular to train workers and guide them in evangelism and to enlist the support of the congregation for mission work;

To assist the congregation in adopting administrative policies and procedures that will help it carry out the mission of a Christian congregation;

To serve the congregation as an example of Christian conduct; to endeavour earnestly to live in Christian unity with the members of the congregation, fellow workers, and sister congregations in the Synod; and by the grace of God to do everything possible for the edification of the congregation and the upbuilding of the church in Christ.

To enable you to do this, we hereby obligate ourselves:

To receive you as a servant of Jesus Christ, to give you the honour and love and obedience that the Word prescribes, to aid you by word and deed, and to support you with our diligent, faithful assistance and prayers;

To make faithful and regular use of the means of grace, that God's enabling power may have free course among us to the end that we may carry out our God-given ministry to the glory of God and for the welfare of all;

To make appropriate arrangements for your continuing education in your vocation as a minister of the Gospel;

To provide for your proper maintenance according to our ability and to review your salary, housing arrangements, and all allowances periodically, beginning with the following arrangements:

Salary Information

(Please note: You are encouraged to consult your District's Salary Compensation Guidelines prior to completing the following sections)

Basic salary for 12 months (do not include any other payments to the pastor which are designated below): _____

Salary paid: ___ Monthly ___ Semi-Monthly ___ Weekly ___ Every two weeks, ___ Other (describe)

Housing Information

If a parsonage is provided, complete the following section. If a housing allowance is provided, proceed to the housing allowance section below.

Parsonage/Utilities Information

Please note: It is recommended that the congregation pay all costs associated with providing a parsonage and basic utilities (heat, power, water, sewer)

Description of parsonage: _____

Average annual parsonage utility cost : _____

Utilities paid in full by congregation? Yes _____ No _____

Housing equity provided by the congregation? Yes _____ No _____ Annual Amount _____

Pastor has the option to receive a housing allowance to purchase or rent his own home instead of living in the congregation-owned parsonage? Yes _____ No _____

Housing Allowance Information

Annual amount of housing allowance (including utility allowance) paid to the pastor: _____

Is a down payment loan/grant available to the pastor from the congregation? Yes _____ No _____

If yes, maximum amount of a down payment loan/grant that is available to the pastor: _____

Rate of interest for the down payment loan to the pastor: _____

What are the provisions for repaying the down payment loan: _____

Auto Information

Are both a car and operating expenses provided by the congregation? Yes _____ No _____

Annual car allowance paid to the pastor? Yes ___ No ___ If yes, annual amount paid : _____

Annual amount for car replacement paid to the pastor? Yes ___ No ___ If yes, annual amount paid _____

Mileage reimbursement paid to the pastor (instead of a car allowance)? Yes ___ No ___ If yes, rate per kilometer _____

Maximum amount of mileage reimbursement per year: _____

Benefits and Health Care Costs

Please note: It is recommended that the congregation enroll the pastor and his family in the Worker Benefit Plans. The defined benefit pension plan is non-contributory and the health and income protection plans are registered as employer paid plans.

Does the congregation participate in the Lutheran Church-Canada Worker Benefit Plans? Yes ___ No ___

If no, state what benefit coverage is provided for the pastor and his family:

Does the province require individuals to pay a health/hospital premium? Yes ___ No ___

If yes, does the congregation pay the premium for the pastor and his family?

Total Premium Paid ___ Partial Paid ___ Amount ___ Premium is pastor's own cost _____

Moving Information

Does the congregation pay Personal Travel to new location Yes ___ No ___

If yes, the amount of Personal Travel paid to New location paid. _____

Does the congregation pay moving expenses to new location. Yes ___ No ___

If yes, the amount of moving expenses paid _____

Does the congregation participate in a district moving fund where available. Yes ___ No ___

Additional information regarding moving:

Miscellaneous Information

Does the congregation participate in the Synod's Continuing Education Program? Yes ___ No ___

If yes, how much time does the congregation grant to the pastor per year for continuing education? _____

If no, how does the congregation provide for a pastor's continuing education? _____

Days off per week: _____

Annual weeks of vacation:(should be based upon the pastor's total years of service in the ministry): _____

Does the congregation follow district salary compensation guidelines? Yes ___ No ___

If applicable, does the congregation pay immigration costs for pastor and family? _____

Additional information

Signed this _____ day of _____, 20 _____

By (1) _____ Position: _____

(2) _____ Position: _____

(3) _____ Position: _____

(4) _____ Position: _____

on behalf of _____ District _____

ACCEPTANCE

I, _____, after prayerful consideration hereby accept this call and with the help of the Almighty God agree:

To assume willingly the obligations stated above and the responsibilities of this office as specified in this call document or as may be resolved and agreed on periodically;

To perform faithfully all duties of this office in accordance with the Word of God and the confessional standards of the Evangelical Lutheran Church as drawn from the Sacred Scriptures and found in the Book of Concord;

To exemplify the Christian life in all that I do and say, working in concert with all others in order that my ministry in your midst may be a blessing to many people, to our church, and especially to our Lord, Jesus Christ.

Signed this _____ day of _____, A. D. _____

by _____

Address _____

NOTE: When a pastor is called from the field, the original and one signed copy of the "Supplement of Diploma of Vocation for Pastor" and the "Information Sheet" are to be sent to the person called, one is to be forwarded to the District President, and one to the Circuit Counselor. Upon acceptance, one copy, duly completed and signed by the person called, is to be returned to the calling body with a personal letter. Upon declination, both copies are to be returned to the calling body together with a proper letter of declination.

When a candidate is called through the Board of Assignments, the "Supplement to the Diploma of Vocation for Pastor" and "Information Sheet" should be completed and all copies forwarded to the District President for signature. One copy will be returned to the calling congregation, one retained by the District President, and the original plus one copy forwarded to the Board of Assignments.

Additional Congregational Information

In the interest of forming a strong, healthy relationship with our new pastor, we share the following information with you to tell you who we are, what our current ministry practices are, the resources we bring to the partnership, and a brief missional history of our congregation. Our hope is that together we may establish a healthy working partnership that enables us to grow in our relationship with God and one another and to strengthen our witness and service in the community.

A. Description of Community:

1. Approximate size of community (check one):

- | | |
|---|--|
| <input type="checkbox"/> Rural | <input type="checkbox"/> City (50,001-100,000) |
| <input type="checkbox"/> Town (2,500-5,000) | <input type="checkbox"/> City (100,001-200,000) |
| <input type="checkbox"/> City (5,001-10,000) | <input type="checkbox"/> Large City (200,001 +) |
| <input type="checkbox"/> City (10,001-25,000) | |
| <input type="checkbox"/> City (25,001-50,000) | <input type="checkbox"/> Inner city <input type="checkbox"/> Urban <input type="checkbox"/> Suburban |

2. Population trend: Growing Static Declining

3. Sociological information:

a. Major industries:

b. Predominant vocations:

4. Racial/ethnic composition:

5. Educational opportunities: (Check all that apply)

- Elementary schools
 High schools
 Universities
 Other institutions, which? _____

6. Names and baptized membership of other Lutheran churches **and distance from church**

7. Major denominations represented:

8. General description of climate:

B. Description of Congregation:

1. Statistical Information

	Present	3 years ago	5 years ago
Communicant Membership			
Total Baptized Membership			
Average Church Attendance			
Sunday School Enrollment			
Average Sunday School Attendance			
Bible Classes (Combined Average Weekly Attendance)			
Adult Bible Classes			
Youth Bible Classes			
Total Congregational Budget			
Synod/District Mission Offerings			
Average/communicant giving (all purposes)			
Total Captial Debt			
Amount of Amortization Payments			

2. Year organized: _____

3. Average tenure of pastors during the past 20 years: _____

4. Length of present pastoral vacancy: _____ as of _____
 (Date)

5. Other salaried staff positions in congregation:

6. Description of church facilities:

C. Description of Membership:

1. Age profile by percentage:

_____ % 0-13 _____ % 14-18 _____ % 19-25
_____ % 26-45 _____ % 46-65 _____ % 66 +

2. Major occupations of members by approximate percentage:

_____ Professional _____ Business _____ Labor _____ College Students _____ Farming

3. Racial/ethnic composition by approximate percentage:

D. Significant parish events in the last five years

E. Involved in the following ways in

1. Outreach/evangelism

2. Social ministry

3. Community involvement

F. Lutheran School (own a school, member of a school association, provide tuition assistance to members, interest in starting a school, etc.)

G. Bible study program (who leads Bible studies, when they are held, type of studies in the past, etc.)

H Worship practices (style of worship, chanting, hymnal(s) used, use of special liturgies, printed orders of service, use of children's messages, use of multimedia equipment, use of acolytes, crucifers, torchbearers, lectors, ushers, Public Address (PA) System, etc.)

I. Administration of the Sacraments

1. Baptism (preparation, sponsors, follow up, etc.)

2. The Lord's Supper (frequency, vessels used, assistants in distribution, etc.)

J. Facilities

1. Church

2. School

3. Church Office (location, equipment provided, etc.)

4. Pastor's Study (location, equipment provided, etc.)

K. Staff

1. Church secretary (availability, hours worked, duties performed, compensation, etc.)

2. Other staff (please describe)

L. Role of women (suffrage, positions of leadership, limitations, etc.)

M. Pastoral approach desired in our pastor regarding addressing issues and making changes in the congregation.

N. Team Ministry (lines of accountability, division of responsibilities, etc.)

O. Challenges facing the congregation

1. At the present time

2. In the future

P. Special pastoral qualities needed in our next pastor

Q. Special concerns

R. Other helpful information regarding the congregation

INFORMATION PROVIDED BY:

1. Congregation (specify group or individual) _____

2. Vacancy pastor _____

3. Circuit Counselor _____

4. Contact person _____ Telephone number (____) _____

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Signature of District President _____
(If request is for candidate application)

Save a copy for the congregation