

Supplement to the Diploma of Vocation for Pastor

TO: _____

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

Of _____ at _____
(Calling Body) (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 Regions, 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 up building 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 Synod'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): _____

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

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...

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 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 synod 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 synod salary compensation guidelines? Yes ___ No ___

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

Additional Information

At the request of the Congregation or Lutheran Church-Canada, you must consent and submit to regular background checks, which shall be at the congregation's expense. In the event that you are charged or convicted pursuant to the Criminal Code of Canada, you must advise the congregation of such charges immediately.

Additional Information continued

Signed this _____ day of _____ 20 ____

By: (1) _____ Position: _____
(Signature)

(2) _____ Position: _____
(Signature)

(3) _____ Position: _____
(Signature)

(4) _____ Position: _____
(Signature)

on behalf of _____, _____ Region
(Congregation)

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 _____, 20___.

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 "Congregational Profile" are to be sent to the person called, one is to be forwarded to the Regional Pastor, 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 Placement Committee, the "Supplement to the Diploma of Vocation for Pastor" and "Congregational Profile" should be completed and all copies forwarded to the Regional Pastor for signature. One copy will be returned to the calling congregation, one retained by the Regional Pastor, and the original plus one copy forwarded to the Board of Assignments.