**Calling a Pastor in a Time of Pastoral Vacancy Through Seminary Placement**

* Contact your Circuit Visitor.
* Arrange a pre-call meeting with the District President and your Circuit Visitor to discuss details of calling through placement.
* Conduct a congregational self-study. The self-study is available on the district website.
* Conduct call meeting with assistance of your Circuit Visitor.
* Decide to call a pastor from one of the seminaries through placement.
* Complete call documents for placement. Call documents are available through the district office.
* Submit call documents to the District President for approval.
* District President then submits the call documents to the office of Pastoral Education.
* The office of Pastoral Education then submits them to the seminary Placement offices.
* Study Scripture and pray through the call process, placing all confidence in the Holy Spirit.

**Contact Information**

* District President’s office – Tami Lierz, Administrative Assistant, 785-357-4441 ext. 200 or 800-357-4421 ext. 200 or [tami@kslcms.org](mailto:tami@kslcms.org).
* Circuit Visitor – See the President’s office web page,

<https://kslcms.org/presidents-office/vice-presidents-circuit-counselors/>

* Congregation Resources - See the President’s office web page, <https://kslcms.org/presidents-office/congregation-resources/>