**Calling a Pastor in a Time of Pastoral Vacancy**

* Pastors, if taking a call or retiring, contact the CV to discuss issues of vacancy.
* Arrange a pre-call meeting held with district president or his appointee. The circuit visitor should be present if possible.
* Congregation duly appoints call committee if not specified by their constitution & by-laws.
* Circuit visitor works with and requires that all Call Committee meetings are held with him.
* Conduct a congregational self-study. The self-study is available on the District website.
* Congregation opens self-nomination process and receives names of potential pastoral candidates from congregational members.
* Congregation sends in one completed self-study and self-nominations with candidate names to the district president. Once this information is received, the district president works on gathering information for the official call list.
* While the DP works on the call list, the Call Committee begins working on the questions to ask the potential candidates.
* The completed call list is sent to the circuit visitor and to the congregation.
* Circuit visitor requires Call Committee to have call documents completely filled out when it comes to the “short list” of candidates for the voters’ information.
* Complete call documents. Call documents are available from the District Office.

* Please make sure that the congregation sends a copy of the completed call documents (financial too!) to the District Office when they send the originals to the pastor being called.
* 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. 5001 or [tami@kslcms.org](mailto:tami@kslcms.org).
* Circuit Visitor – See the President’s Office webpage:

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

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