

DOCUMENTS

for the calling of a

DEACON

(TEACHER / DIRECTOR OF CHRISTIAN EDUCATION)



LUTHERAN CHURCH-CANADA

DIPLOMA of VOCATION

FOR A DEACON

(Teacher/Director of Christian Education)

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

To _____

of _____

Dear friend in Christ,

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, we, the members of _____ of _____, in lawful meeting on _____, have elected you as deacon, _____, and herewith extend 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 contained in the Book of Concord. We ask you to do this according to the needs as specified in the accompanying document or as agreed on when new needs arise. 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 DEACON

(Teacher or a Director of Christian Education)



To _____
Who is herewith called to the position of deacon, _____
of _____ at _____

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

To teach faithfully the Word of God, the Sacred Scriptures, in its truth and purity and as set forth in all the symbolical books of the Evangelical Lutheran Church;

To exemplify the Christian faith and life, to function in an atmosphere of love and order characteristic of the body of Christ at work, and to lead others toward Christian maturity;

To show a due concern for all the phases of ministry, especially to work for the promotion and improvement of all efforts in Christian education;

To exemplify Christian discipleship and witness, to live in Christian unity with the members of the congregation and co-workers, and to seek earnestly the advancement of the kingdom of God at home and abroad.

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

To receive you as a called servant of Jesus Christ, loving and honouring, aiding and supporting you with our diligent, faithful assistance and prayers;

To review your skills of ministry and the skills of others in light of our needs in order mutually to redefine and rearticulate your responsibilities from time to time;

To make appropriate arrangements for your continuing education as a professional person in the ministry 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:

The total cash salary for 12 months of service is _____

Housing provisions _____ Description of housing _____

Does the congregation participate in the Synod's Worker Benefit Plans? Yes _____ No _____

Travel expenses paid to new location? Yes _____ No _____ Amount _____

Moving expenses paid to new location? Yes _____ No _____ Amount _____

Continuing education allowance Yes _____ No _____ Amount/yr _____

Other provisions _____

Signed this _____ day of _____, _____

by (1) _____ (2) _____ (3) _____

on behalf of _____

Address _____

Signature of district president _____ Date _____

(District president's signature required for calling of candidate only)

INFORMATION REGARDING THE CALL

Name of Calling body _____

(Congregation or Organization)

(Synodical District)

Address _____

(Street)

(City)

(Province)

(Postal code)

Contact Person _____

(Name)

(Title/Position)

(Telephone Number)

GENERAL CALL INFORMATION

Please check appropriate responses:

1. Call is [] ; is not [] for a candidate from the Board of Assignments.
2. Call is for either a male or female [] ; male only [] ; female only [] .
3. Call is of unlimited duration: yes [] ; no [] .
4. Call is renewable [] ; frequency _____
5. Date service and salary are to begin is _____
6. CALLED PERSON IS TO SERVE AS (check proper category and enter information. Also provide information in other categories if you believe it will help the candidate in understanding your call):

[] A. TEACHER
 Teach grade(s): _____ Self-contained classroom []
 Estimated number of students in class(es): _____ Departmentalized program []
 Current number of students in school: _____ Subjects to be taught: _____
 Non-graded classroom [] ; School [] _____

[] B. PRINCIPAL/ADMINISTRATOR
 Number of teachers in program: _____ Number of classrooms in program: _____
 Program to be administered (check all that apply):
 Day Care [] Preschool [] Elementary K-3 [] Elementary K-6 []
 Elementary K-8 [] Junior H.S. [] Senior H.S. [] College []
 Pre-school day care [] Post-school day-care [] Other [] _____

[] C. DIRECTOR OF ATHLETIC PROGRAM
 Grades involved: _____ Total number of students involved: _____
 Sports to be coached (grades, boys, girls, etc.): _____

 Number and responsibilities of other coaches: _____
 Other Director of Athletics responsibilities: _____

[] D. DIRECTOR OF SCHOOL MUSIC PROGRAM
 Number of choirs to conduct: _____ Choir ability: Limited [] Good [] Superior []
 Number of bands to conduct: _____ Piano ability: Limited [] Good [] Superior []
 Number of music classes involved: _____ Limited [] Good [] Superior []
 (Other instrument)

[] E. DIRECTOR OF CHRISTIAN EDUCATION
 Congregation programs involved: _____ Ages involved: _____
 Education [] Youth [] Evangelism [] Special training and experience desired: _____
 _____ [] _____ [] _____ [] _____

[] F. DIRECTOR OF CONGREGATION MUSIC PROGRAM
 Number of choirs involved: _____ Choir ability: Limited [] Good [] Superior []
 Number of voices involved: _____ Piano ability: Limited [] Good [] Superior []
 Number of largest choir: _____ Organ ability: Limited [] Good [] Superior []
 (Other instrument) _____ Limited [] Good [] Superior []

[] G. OTHER
 Number of people involved: _____ Brief description of program: _____

7. OTHER RESPONSIBILITIES. Rank by number the priority of other services that the candidate is **required** or **expected** to fulfil. Use number "1" as first priority, "2" as second priority, etc.

A. OTHER SCHOOL RELATED RESPONSIBILITIES

- Administrative Assistance [] _____
- Arts and Crafts Instruction [] _____
- Media Center/Library Administration [] _____
- Media Center/Library Assistance [] _____
- Athletic Program Assistance [] _____
- Music Program Assistance [] _____
- School Newspaper/Yearbook [] _____
- School Club Leadership/Sponsor [] _____
- Second Language Instruction [] _____
- Other _____ [] _____
- Other _____ [] _____

B. OTHER CONGREGATIONAL RESPONSIBILITIES

- Sunday School Administration [] _____
- Sunday School Teacher [] _____
- Youth Program Administration [] _____
- Youth Program Assistance [] _____
- Youth Bible Class Administration [] _____
- Youth Bible Class Teacher [] _____
- Adult Bible Class Administration [] _____
- Adult Bible Class Teacher [] _____
- Weekday School Administration [] _____
- Weekday School Teacher [] _____
- Evangelism Program [] _____
- Other _____ [] _____
- Other _____ [] _____

CALLING BODY AND COMMUNITY INFORMATION

In addition to the information requested on this form, calling bodies are encouraged to provide other important information on accompanying sheets.

CALLING BODY INFORMATION

Name: _____ (Synodical District)

Address: _____ (Street) _____ (City) _____ (Province) _____ (Postal Code)

Year organized _____ Baptized members _____ No. of communicants _____ No. on pastoral staff _____

Congregation's total budget \$ _____ At-home budget \$ _____ Mission budget \$ _____ District subsidy \$ _____

Briefly describe ethnic composition of congregation: _____

SCHOOL INFORMATION

Name: _____ (Telephone)

Address: _____ (Street) _____ (City) _____ (Province) _____ (Postal Code)

Single congregation school: Yes [] No [] Inter-parish School: Yes [] No [] Society School: Yes [] No []

School budget \$ _____ District to school \$ _____ Administrator: Full-time [] Part-time [] No time []

Number of teachers: Male _____ Female _____ Teacher Aides _____ Secretaries _____ Other staff _____

Year school established _____ Years of school additions _____ Year of school's last remodelling _____

Library: Yes [] No [] Cafeteria: Yes [] No [] Gymnasium: Yes [] No []

Percentage of sponsoring congregation's eligible children enrolled in the Lutheran school: _____ %

Percentage of Lutheran school's enrollment that is non-Lutheran: _____ % Unchurched: _____ %

Description of school facilities: _____

OTHER CALLING BODY INFORMATION

Check appropriate responses:

Part-time education programs offered:

Vacation Bible School []	Adult Bible Class: Yes [] No []	Sunday [] Weekday []
Sunday School []	Youth Bible Class: Yes [] No []	Sunday [] Weekday []
Weekday School []	Special Ed. Class: Yes [] No []	Sunday [] Weekday []

Growth potential for Christian education agencies: High [] Average [] Low []

DESCRIBE OTHER REQUIREMENTS/SPECIFICATIONS

Description of Church Facilities (Enclose pictures, pictorial directory; identify important features of facility and property that you believe would be important for the candidate to know):

ADDITIONAL COMMUNITY INFORMATION

Use additional pages to provide other appropriate information about your community in terms of:

Type of community in which church is located; areas served that differ from church location; relationship of church to community; relationship of school to community, population and growth factors; social, occupational, and economic factors; type and cost of housing and availability; type of public transportation and availability; cultural and educational opportunities; significant future community plans; major industries; other important aspects of your community.

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:

Upon acceptance, this form duly completed and signed, is to be returned to the calling body.

Upon declination, this form is to be returned together with a proper letter of declination.

DIRECTIONS FOR COMPLETING CALL DOCUMENTS

- This packet contains the following documents:
- | | |
|--------------------------------------|---|
| 1. Diploma of Vocation | 3. Information regarding the Call |
| 2. Supplement to Diploma of Vocation | 4. Calling Body and Community Information |
| | 5. Acceptance |

THESE DOCUMENTS ARE TO BE USED BY CALLING BODIES WHEN EXTENDING A CALL TO (1) A PERSON IN THE FIELD OR (2) A CANDIDATE THROUGH THE BOARD OF ASSIGNMENTS

NOTE: CALL DOCUMENTS SERVE AS THE OFFICIAL STATEMENT OF A CALLING BODY AT A GIVEN TIME. THEY NOT ONLY REPRESENT A CALL FROM GOD HIMSELF, BUT ALSO A SOLEMN AGREEMENT — CONTRACT BETWEEN THE PERSON AND THE CALLING BODY. THOSE AUTHORIZED TO ENTER INFORMATION OR SIGN THE CALL DOCUMENTS ARE COUNSELLED TO TAKE SERIOUSLY THIS OFFICIAL ACT IN BEHALF OF THE CALLING BODY. SPECIFIC ASSIGNMENTS IN THESE DOCUMENTS CAN BE ALTERED AS AGREED ON WHEN NEW NEEDS ARISE. NEVERTHELESS, IT IS IMPORTANT TO PORTRAY THE CALL AND ALL ITS ACCOMPANYING OBLIGATIONS ACCURATELY SO THAT EXPECTATIONS ARE UNDERSTOOD BY ALL PARTIES.

WHEN CALLING FROM THE FIELD

If you are calling a Lutheran educator who is currently serving in ministry, complete the DIPLOMA OF VOCATION, SUPPLEMENT TO THE DIPLOMA OF VOCATION, INFORMATION REGARDING THE CALL, and CALLING BODY AND COMMUNITY INFORMATION. Complete each document as fully as possible. Use additional pages as necessary to provide more information. If available, attach a detailed job description.

Appropriate steps to follow in calling experienced educators:

1. Determine specific requirements for the position to be filled. Inform your congregation members and district president or education executive of the vacancy and its requirements, and request names that can be considered by your call or screening committee. Procedures will vary by calling body.
2. In prayer and under the guidance of the Holy Spirit, your calling body will elect a candidate. The person called should be informed immediately by telephone.
3. Complete and mail special delivery all call documents as soon as possible. Photocopy a completed set of call documents for your calling body's official record.
4. Inform the district president or education executive of your action.

WHEN CALLING A CANDIDATE THROUGH THE BOARD OF ASSIGNMENTS

All requests for candidates through the Board of Assignments, male or female, open or designated, are solemn calls.

The DIPLOMA OF VOCATION and all other documents are to be completed when calling a teacher-trained candidate through the Board of Assignments. These candidates will graduate from or complete teacher colloquy requirements of a college of Lutheran Church—Canada. Therefore, they are eligible for their first call into the teaching ministry. They will be classified TEACHERS/DIRECTORS OF CHRISTIAN EDUCATION and members of the Synod. If you are requesting two or more candidates through the Board of Assignments, complete a separate set of call documents for each call.

Procedures for calling a candidate through the Board of Assignments:

1. After completing the documents, send all copies to your 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.
2. When requesting a candidate through the Board of Assignments, it is assumed that you (the calling body) will be pleased to have either a male or female candidate assigned. If you (the calling body) have a preference or a unique need to be assigned a candidate of one sex rather than the other, this is to be indicated on the INFORMATION REGARDING THE CALL form. Explaining the reasons for your specific need on a separate page will be helpful to the Board of Assignments.
3. If the calling body desires to request a specific candidate by name (designated call), attach a letter indicating (a) the name of the candidate being requested and the college from which the candidate is being placed and (b) the manner in which you came to know of the candidate and the reasons for your request. Do not enter a candidate's name on any official document. Enter name only in cover letter.
4. When calling through the Board of Assignments, please honour the official call deadlines and cancellation dates as published in *The Canadian Lutheran*.

FOR ADDITIONAL INFORMATION REGARDING THE CALLING PROCESS AND THE USE OF THE CALL DOCUMENTS, CONTACT YOUR DISTRICT PRESIDENT OR EDUCATION EXECUTIVE.