

When you receive a call...

1. Upon receiving the call documents, send a letter / email to the calling congregation or agency acknowledging that you have received the call documents. Email a copy of your letter to:
 - a. Your **District President**. He needs to be aware that you have been called in order to inform other congregations or agencies who may also be considering you on their call list and discuss when you want the news of your call made public. The District President may also wish to provide you with his counsel on your pending decision. He will also want to remember you in his prayers as you wrestle with your decision.
 - b. The **District President** of the District to which you have been called (if different than the District in which you are serving currently).
 - c. Your **Circuit Counselor**. He is the District President's representative in your circuit and will need to know about the call you have received for the same reasons as the District President.
 - d. The **chairman and head elder** of the congregation where you are currently serving and, in the case of a Lutheran School, the **principal**. They will wish to speak to you about your present call and will also provide prayer support for you. (Note: Deacons also need to also include the **pastor(s)** where you are serving)
 - e. The **vacancy pastor** serving the calling congregation.
 - f. The **Circuit Counselor** of the circuit where the calling congregation or agency is located.
2. Notify the members of your congregation that you have received the call. In addition, read or publish the letter that has been sent by the calling congregation to your congregation.

When you decline a call...

1. Return the call documents and any supporting materials to the calling congregation or agency along with a brief letter stating that you have decided to remain in your present position.
2. Send a copy of your letter to all those listed in #1 above.

When you accept a call...

1. Inform the calling congregation in writing of your decision. Communicate with the calling congregation or agency, circuit counselor and District President regarding an appropriate commissioning/installation date.
2. Send a copy of your letter to all of those listed in #1, a – d above
3. Arrange for appropriate closure of your present service.