



Diploma of Vocation

IN THE NAME OF THE FATHER AND OF THE + SON AND OF THE HOLY SPIRIT. AMEN.

To _____
of _____

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 _____

have elected you to the office of _____
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 found in the Book of Concord. We ask you to do this according to the needs as specified in the accompanying document or as may be resolved and mutually agreed upon from time to time. 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 labor; 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.

Signature - Congregational Representative

Signature - Pastor

(Signatures to be affixed during the public ceremony of installation)

Supplement to the Diploma of Vocation

In the name of the Triune God and by His authority, in order that we might carry out His mission to the world, 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 demonstrate the mind and spirit of Christ as you serve the members of the congregation and equip them for Christ's mission to seek and save the lost;

To equip and enable the members of the congregation to serve one another and those outside the fellowship of the congregation;

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 support the members of the congregation as they extend that evangelical ministry to others;

To guard and promote faithfully the spiritual welfare of the members of this congregation, in particular to see to the instruction of the catechumens, both children and adults, in the Word 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 and to assist and lead the members of the congregation in practicing the forgiven life with one another;

To promote and guide the mission activity of the congregation as it is related to the local community and to endeavors of the Synod and its Districts, in particular to train workers and guide them in evangelism and to enlist the support of the congregation for mission work;

To serve as a resource and guide for members of the congregation as they participate in the ministry of Christian education, and to train parents to teach the Christian faith to their children;

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 endeavor 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 upbuilding of the church in Christ.

As the baptized people of God we partner with you to accomplish His mission to the world, and we hereby obligate ourselves:

To receive you as a servant of Jesus Christ, to give you the honor 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;

To work with you to equip God's people to glorify Him and extend His kingdom by living out our baptism;

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.

Compensation Information

(Please note: The congregation is encouraged to consult your District's Salary Compensation Guidelines prior to completing the following sections.)

Salary Information

Basic cash salary for 12 months (do not include any other payments to the pastor which are designated below): \$ _____

Salary paid:

If other, please describe: _____

Housing Information

Does the congregation own a parsonage?

(If a parsonage is provided, complete the following section. If a housing allowance is provided, proceed to the Housing Allowance Information section below.)

Parsonage/Utilities Information

(Please note: It is recommended that the congregation pay all costs associated with providing a parsonage and basic utilities such as heat, electricity, water, sewer, and telephone.)

Description of parsonage: _____

Average annual parsonage utility cost: \$ _____

Utilities paid in full by congregation?

Additional Information: _____

Housing equity provided by the congregation? Annual amount: \$ _____

(Please note: Any additional amount which the congregation gives to the pastor as "housing equity" is taxable income.)

Pastor has the option to receive a housing allowance to purchase or rent his own home instead of living in the congregation-owned parsonage?

Housing Allowance Information

(Please note: Pastors are eligible to apply for a Lutheran Church Extension Fund [LCEF] housing loan.)

Annual amount or percentage of housing allowance (including utility allowance) paid to the pastor: _____

(Do not include the amount entered here in the "Basic Cash Salary" listed above)

Is a down payment loan available to the pastor from the congregation?

If yes, maximum amount of a down payment loan 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?

Additional Housing Information

Auto Information

Are both a car and operating expenses provided by the congregation?

Mileage reimbursement paid to the pastor (instead of a car allowance)?

If yes, rate of mileage reimbursement per mile: _____ IRS rate or \$ _____

Maximum amount of mileage reimbursement per year: \$ _____

Annual car allowance paid to the pastor?

If yes, annual amount of car allowance paid to the pastor: \$ _____

Annual amount for car replacement paid to the pastor?

If yes, annual amount paid to the pastor for car replacement: \$ _____

Benefits Information

Does the congregation provide a benefit package for the pastor through Concordia Plan Services?

If yes, which Plan package is provided?

The Church's Plan

Concordia Health Plan (CHP)
Concordia Retirement Plan (CRP)
Concordia Disability & Survivor Plan (CDSP)
Concordia Retirement Savings Plan (CRSP) - 403(b)

Package 3

Concordia Retirement Plan
Concordia Disability & Survivor Plan

Package 2

Concordia Health Plan
Concordia Retirement Plan
Concordia Disability & Survivor Plan

Package 4

Concordia Health Plan only
(Limited to Specific Closed Employer Group)

Date the congregation will begin providing benefit coverage:

Note: For newly placed graduates early enrollment may be available through CPS. Please review the plan requirements.

If the congregation provides one of the packages that includes the Concordia Health Plan (CHP), which coverage level option, or options, (if you offer worker choice) is currently provided?*

Option A - \$25 copay & \$0 deductible

Option B - \$25 copay & \$350 individual/\$700 family deductible

Option C - \$30 copay & \$600 individual/\$1,200 family deductible

Option D - \$35 copay & \$1,200 individual/\$2,400 family deductible

Option E - \$1,800 individual/\$3,600 family deductible - no copay after deductible (except ER & Urgent Care)

Option HDHP - \$2,850 individual/\$5,700 family deductible - no copay & no co-insurance after deductible

Option Select 500 - \$20/\$40 copays & \$500 individual/\$1,000 family deductible - \$2,000 individual/\$4,000 family out-of-pocket max

Option Select 1000 - \$25/\$50 copays & \$1,000 individual/\$2,000 family deductible - \$3,000 individual/\$6,000 family out-of-pocket max

Option Choice 1500 - \$1,500 individual/\$3,000 family deductible - \$3,000 individual/\$6,000 family out-of-pocket max

Option Choice 2000 - \$2,000 individual/\$4,000 family deductible - \$4,000 individual/\$8,000 family out-of-pocket max

Option Choice 3000 - \$3,000 individual/\$6,000 family deductible - \$5,000 individual/\$10,000 family out-of-pocket max

Option HMO** - \$20/\$30 copays & \$1,850 individual/\$5,550 family out-of-pocket max

Option HMO-C** - \$20 copay and \$1,850 individual/\$5,550 family out of pocket max

Option HMO-C2** - \$30/\$40 copays & \$2,450 individual/\$7,350 family out of pocket max

Healthy Me A - \$1,200 individual/\$2,400 family deductible - \$3,500 individual/\$7,000 family out-of-pocket max

Healthy Me B - \$1,400 individual/\$2,800 family deductible - \$2,800 individual/\$5,600 family out-of-pocket max

Healthy Me C - \$2,800 individual/\$5,600 family deductible - \$5,400 individual/\$10,800 family out-of-pocket max

Whole Health** - \$25/\$250 copays & \$1,500 individual/\$3,000 family out-of-pocket max

Whole Health 1000** - \$20 copay & \$1,000 individual/\$2,000 family deductible - \$3,000 individual/\$6,000 family out-of-pocket max

Whole Health 2000** - \$30/\$250 copays & \$2,000 individual/\$4,000 family deductible - \$3,000 individual/\$6,000 family out-of-pocket max

* If uncertain, please check with Concordia Plan Services to verify the current option(s) you have elected.

** Options available in select areas only. Please check with Concordia Plan Services to verify which options are available to you.

If the congregation provides the CHP, who does the congregation pay premiums for:

(Please note: It is recommended that the congregation pay for health care for the entire family. CPS requires that the employer pay at least 50% of the contributions for enrolled workers. In order to comply with non-discrimination laws, cost sharing must be on a non-discriminatory basis for all enrolled workers.)

Does the pastor share in any of the cost of the Concordia Health Plan?

If yes, the amount or percentage of the Concordia Health Plan to be paid for by the pastor: \$ or %

If the congregation does not provide the Concordia Health Plan, is another health care plan provided?

If yes, this health plan has a \$ copay for doctor visits, a \$ annual individual deductible, and a \$ annual family deductible.

The coinsurance maximum is \$ for an individual and \$ for the family.

If another health care plan besides the CHP is provided, the congregation pays the premiums for:

Does the pastor share in any of the cost of this health care plan?

If yes, the amount or percentage of the health care plan to be paid for by the pastor: \$ or %

Does the congregation participate in a Flexible Spending Account (FSA)?

Additional Information:

Does the congregation provide a Health Reimbursement Arrangement (HRA)?

Additional Information:

Benefits Information (continued)

Does the congregation provide a Health Savings Account (HSA) if it offers Options HDHP, Choice 1500, Choice 2000, Choice 3000, Health Wise Plus 3000, or Health Wise 2000?

Additional Information: _____

Does the congregation participate in a Cafeteria Plan?

Additional Information: _____

Does the congregation pay for/help offset the cost of any annual individual/family deductibles?

Additional information: _____

If the congregation provides The Church's Plan package which includes the Concordia Retirement Savings Plan (CRSP), does the congregation provide an employer match?

If yes, what is the amount of the match provided by the congregation:

If the congregation is not providing a match to the CRSP, does it provide a flat contribution?

If yes, what is the amount of the flat contribution? \$ _____

If the congregation does not provide The Church's Plan package, which automatically includes the Concordia Retirement Savings Plan (CRSP), does the congregation provide the CRSP as an optional benefit?

Additional Information: _____

If the congregation doesn't provide a package that includes the Concordia Retirement Savings Plan, does it provide another plan or additional retirement benefits in the form of other 403(b) plans or Individual Retirement Accounts (IRAs)?

Additional Information: _____

If the congregation does not provide a package that includes the Concordia Disability & Survivor Plan, does it provide other disability coverage?

Additional Information: _____

Is additional income paid to the pastor to enable him to pay a portion of his self-employment tax?

Additional Information: _____

Additional information regarding the benefits package offered by the congregation:

Moving Information

Personal travel expenses paid when moving to the new location?

Is there a maximum amount of personal travel expenses paid by the congregation?

If yes, maximum amount: \$ _____

Personal moving expenses paid when moving to the new location?

Is there a maximum amount of moving expenses paid by the congregation?

If yes, maximum amount: \$ _____

Moving arrangements (professional moving company, U Haul, etc.):

Is there an additional amount given to the pastor as a Relocation Grant to cover misc. moving expenses?

If yes, amount of relocation grant: \$ _____

Additional information regarding moving:

Miscellaneous Information

If calling a seminary graduate, will the congregation support his involvement in a post-seminary support program (e.g., PALS program, District mentoring program, etc.)?

Is the congregation willing/able to assist the pastor in the reduction of his educational debt?

If yes, please describe: _____

Continuing education allowance:

If yes, annual amount for continuing education /graduate school: \$ _____

If yes, how much time does the congregation grant to the pastor per year for continuing education/graduate school purposes?

Does the congregation offer a sabbatical leave?

If yes, please describe: _____

Maximum amount of reimbursement for professional expenses (books, periodicals, memberships, vestments, etc.): \$ _____

Days off per week: _____

Annual days of vacation, including the number of Sundays (should be based upon the pastor's total years of service in the ministry): _____

Does the congregation follow the District's salary compensation guidelines?

If no, describe the salary compensation guidelines used by the congregation: _____

Additional information

Signed this _____ day of _____, A.D. _____

By: (1) _____ Position: _____

(2) _____ Position: _____

(3) _____ Position: _____

(4) _____ Position: _____

on behalf of

District:

ACCEPTANCE

I, _____, after prayerful consideration hereby accept this call and with the help of 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: _____

Additional Congregational Information for

(Complete Name and Address of Congregation)

In the interest of forming a strong, healthy relationship with our new pastor, we share the following information with you to tell you who we are, what our current ministry practices are, the resources we bring to the partnership, and a brief missional history of our congregation. Our hope is that together we may establish a healthy working partnership that enables us to grow in our relationship with God and one another and to strengthen our witness and service in the community.

A. Description of the Community

1. Approximate size of community (check one):

- ☐ Isolated rural
- ☐ Rural
- ☐ Town (2,500-5,000)
- ☐ City (5,001-10,000)
- ☐ City (10,001-25,000)
- ☐ City (25,001-50,000)
- ☐ City (50,001-100,000)
- ☐ City (100,001-200,000)
- ☐ Large city (200,001+)

- ☐ Inner city
- ☐ Urban
- ☐ Suburban

2. Population trend (check one):

- ☐ Growing
- ☐ Static
- ☐ Declining

3. Sociological information:

- a. Major industries: _____
- b. Predominant vocations: _____

4. Racial/ethnic composition: _____

5. Educational opportunities: (check all that apply)

- ☐ Elementary schools
- ☐ High schools
- ☐ Universities
- ☐ Other institutions. Please describe: _____

6. Names and baptized membership of other Lutheran churches and distance from church

7. Major denominations represented:

8. General description of climate:

B. Description of the Congregation:

1. Year organized: _____
2. Baptized membership: Present _____ 3 yrs. ago _____ 5 yrs. ago _____
3. Confirmed membership: Present _____ 3 yrs. ago _____ 5 yrs. ago _____
4. Average Sunday church attendance: Present _____ 3 yrs. ago _____ 5 yrs. ago _____
5. Sunday school:
 - a. Enrollment: Present _____ 3 yrs. ago _____ 5 yrs. ago _____
 - b. Average attendance: Present _____ 3 yrs. ago _____ 5 yrs. ago _____
 - c. Number of teachers: Present _____ 3 yrs. ago _____ 5 yrs. ago _____
6. Other salaried staff positions in congregation:

7. Description of church facilities:

8. Total annual current operating budget in dollars: \$ _____
Amount committed to:
 - a. General congregation expenses: \$ _____
 - b. Work-at-large: \$ _____
9. Total capital debt and amount of annual amortization payments:
 - a. Debt: \$ _____
 - b. Payment: \$ _____
10. Average tenure of pastors during the last 20 years: _____
11. Length of present pastoral vacancy: _____ as of _____
(date)

C. Description of the Membership:

1. Age profile by percentage (should equal 100%):
_____ % 0-13 _____ % 14-18 _____ % 19-25 _____ % 26-45 _____ % 46-65 _____ % 66 +
2. Major occupations of members by approximate percentage (should equal 100%):
_____ % Professional _____ % Business _____ % Labor _____ % College Students _____ % Farming _____ % Retired
3. Racial/ethnic composition by approximate percentage:

D. Significant parish events in the last five years:

E. Congregational Activities:

1. Outreach/evangelism

2. Social ministry

3. Community involvement

F. Christian Day School/Preschool/Daycare (own a school, member of a school association, grade levels, provide tuition assistance to members, interest in starting a school, etc.):

G. Bible study program (who leads Bible studies, when they are held, type of studies in the past, etc.):

H. Worship practices (style of worship, chanting, hymnal[s] used, use of special liturgies, printed orders of service, use of children's messages, use of multimedia equipment, use of acolytes, crucifers, torchbearers, lectors, ushers, Public Address [PA] System, etc.):

I. Administration of the Sacraments:

1. Baptism (preparation, sponsors, follow up, etc.)

2. The Lord's Supper (frequency, vessels used, assistants in distribution, who may commune, etc.)

J. Facilities:

1. Church

2. School

3. Church Office (location, equipment provided, etc.)

4. Pastor's Study (location, equipment provided, etc.)

K. Staff:

1. Church secretary (availability, hours worked, duties performed, compensation, etc.)

2. Other staff (please describe)

L. Role of women (suffrage, positions of leadership, limitations, etc.):

M. Current congregational policies:

1. Weddings for non-members

2. Funerals for non-members

3. Other policies

N. Pastoral approach desired in our pastor regarding addressing issues and making changes in the congregation:

O. Team Ministry (lines of accountability, division of responsibilities, etc.):

P. Challenges facing the congregation:

1. At the present time

2. In the future

Q. Special pastoral qualities needed in our next pastor:

R. Special concerns:

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Ver. 4.9.1

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1.	Congregation (specify group or individual):	_____
2.	Vacancy pastor:	_____
	Email Address:	_____
	Cell Phone No:	_____
3.	Circuit visitor:	_____
	Email Address:	_____
	Cell Phone No:	_____
4.	Contact person:	_____
	Telephone No:	_____
	Email Address:	_____
	Cell Phone No:	_____

When calling a seminary graduate through the Board of Assignments, the original (signed) complete call document ("Diploma of Vocation," "Supplement to the Diploma of Vocation," "Compensation Information," "Summary Page for pages 1-6," "Additional Congregational Information," and "Summary Page for pages 7-11") should be forwarded to the **District President** for his signature. Once he has signed the document, one copy will be returned to the calling body, one will be retained by the District President, and the original will be forwarded to the Board of Assignments.

(If request is for a seminary graduate)

Summary of the Call

(Position)

(Calling Body)

(Location)

(District of Which the Calling Body is a Member)

Basic cash salary for 12 months (do not include any other payments to the pastor which are designated below): \$ _____

Parsonage/Utilities Information

Does the congregation own a parsonage?

Average annual parsonage utility cost: \$ _____

Housing equity provided by the congregation?

Housing Allowance

Annual amount of housing allowance (including utility allowance) paid to the pastor: \$ _____

Auto Information

Mileage reimbursement paid to the pastor (instead of a car allowance)?

If yes, rate of mileage reimbursement per mile: \$ _____

Maximum amount of mileage reimbursement per year: \$ _____

Annual car allowance paid to the pastor?

If yes, annual amount of car allowance paid to the pastor: \$ _____

Benefits Information

Does the congregation provide a benefit package for the pastor through Concordia Plan Services?

If yes, which Plan package is provided?

If the congregation provides one of the packages that include the Concordia Health Plan (CHP), which coverage level option is currently provided?

If the congregation provides the CHP, who does the congregation pay premiums for:

Does the congregation provide a health care plan other than the Concordia Health Plan?

If yes, the congregation pays the other health plan premiums for:

If the congregation does not provide a package that includes the Concordia Retirement Plan and the Concordia Disability & Survivor Plan, does it provide other retirement benefits and/or disability coverage?

Is there additional income paid to the pastor to enable him to pay a portion of his self-employment tax?

Moving Information

Is there a maximum amount of moving expenses paid by the congregation?

If yes, maximum amount: \$ _____

Miscellaneous Information

Continuing education/Graduate school allowance?

If yes, annual amount for continuing education /graduate school: \$ _____

Annual days of vacation, including the number of Sundays (should be based upon the pastor's total years of service in the ministry): _____

Does the congregation follow the District's salary compensation guidelines?

Summary of Additional Congregational Information for

Please note: The letters and numbers printed below reference the corresponding items on pages 7-11 of the call document.

A. Description of the Community

1. Approximate size of community (check one):

<input type="radio"/> Isolated rural	<input type="radio"/> City (5,001-10,000)	<input type="radio"/> City (50,001-100,000)
<input type="radio"/> Rural	<input type="radio"/> City (10,001-25,000)	<input type="radio"/> City (100,001-200,000)
<input type="radio"/> Town (2,500-5,000)	<input type="radio"/> City (25,001-50,000)	<input type="radio"/> Large city (200,001+)

<input type="radio"/> Inner city
<input type="radio"/> Urban
<input type="radio"/> Suburban

3. Sociological information:

a. Major industries: _____

b. Predominant vocations: _____

4. Racial/ethnic composition: _____

5. Educational opportunities: (check all that apply)

☐ Elementary schools

☐ High schools

☐ Universities

☐ Other institutions. Please describe: _____

6. Names and baptized membership of other Lutheran churches and distance from church

7. Major denominations represented:

8. General description of climate:

B. Description of the Congregation:

1. Year organized: _____

2. Baptized membership: Present _____ 3 yrs. ago _____ 5 yrs. ago _____

3. Confirmed membership: Present _____ 3 yrs. ago _____ 5 yrs. ago _____

4. Average Sunday church attendance: Present _____ 3 yrs. ago _____ 5 yrs. ago _____

6. Other salaried staff positions in congregation:

8. Total annual current operating budget in dollars: \$ _____

9. Total capital debt: _____

F. Christian Day School/Preschool/Daycare (own a school, member of a school association, grade levels, provide tuition assistance to members, interest in starting a school, etc.):

Q. Special pastoral qualities needed in our next pastor:

R. Special concerns:
