

Call Document for Ordained Ministers

(Version 4.9.2)



Developed for use by the
Council of Presidents
of
The Lutheran Church – Missouri Synod

For technical support, contact:

<http://holybytes.com/cop>

Table of Contents

	<u>Page</u>
<u>Installation Instructions</u>	
Introduction	4
System Requirements	4
Caution!	4
Installation Instructions	5
Making Changes to the Call Document	5
Making a Backup Copy of the Call Document Data.....	6
Uninstalling the Call Document Software from Your Computer	6
<u>Instructions for Using the Call Document Software</u>	
General Instructions	7
<u>Instructions for Completing the Call Document for Ordained Ministers</u>	
<u>General Instructions</u>	
General Instructions	11
Special Instructions When Calling a Seminary Graduate	12
Diploma of Vocation	13
Supplement to the Diploma of Vocation	15
<u>Compensation Information</u>	
Salary Information	15
Housing Information	15
Auto Information	16
Benefits Information	16
Moving Information	17
Miscellaneous Information	17
Signatures	17
<u>Additional Congregational Information</u>	
General Information	18

Description of Community	18
Description of Congregation	18
Description of Membership	18
Significant Parish Events in the Last Five Years	18
Congregational Activities	18
Christian Day School	19
Bible Study Program	19
Worship Practices	19
Administration of the Sacraments	19
Facilities	19
Staff	19
Role of Women	20
Current Congregational Policies	20
Pastoral Approach	20
Team Ministry	20
Challenges Facing the Congregation	20
Special Pastoral Qualities	20
Special Concerns	20
Other Helpful Information	21
Information Provided By	21
Printing the Call Document	21
Distributing Copies of the Call Document	21
Placing Additional Calls	22
Transferring Data from One Computer to Another.....	22
How Do I Recover My Data	24

Windows Installation Instructions

Introduction

Welcome to Version 4.9.2 of the Call Document for Ordained Ministers. This software application has been developed for use by the Council of Presidents of The Lutheran Church—Missouri Synod using FileMaker Pro Advanced 16, a Macintosh and Windows database development program.

System Requirements

Please note that OS X Yosemite 10.10 is no longer supported.

Operating System*
Windows 10 Pro Edition
Windows 10 Enterprise Edition
Windows 8.1 Standard Edition
Windows 8.1 Pro Edition
Windows 7 SP1 Professional Edition
Windows 7 SP1 Ultimate Edition
Mac OS High Sierra 10.13
Mac OS Sierra 10.12
OS X El Capitan 10.11

*Version stated is the minimum requirement. FileMaker Pro may also work with later operating systems certified by FileMaker, Inc. Operating systems not listed in the table above have not been tested and are not supported.

Caution!

Do not rename any of the files copied to your hard drive. Renaming the files will make it impossible to use the Call Document for Ordained Ministers.

Installation Instructions

DOUBLE-CLICK on the **Ordained (v4.9.2).exe** file icon. The installation process will begin. Accept all of the defaults suggested in the installation process.

On your desktop, double-click the **Call Document Ordained (v4.9.2)** icon, which will take you to the **Title Screen**. Once you have reviewed the Title Screen, click the **Continue** button, which will take you to the **General Instructions** screen. Once you have reviewed this screen, click the **Continue** button again, which will take you to the **Congregational Information** screen. Enter the information requested on the Congregational Information screen. Once you have done so, click the **Main Menu** button (not the Go button).

Once you reach the Main Menu, click on the **Diploma of Vocation** button, which will take you to the first page of the Call document. The cursor will be active in the first data field at the top of the page. Once you have completed typing your data in the first data field, use the **Tab Key** to navigate to the next field. Once you reach the last data field on the page, click the **Next Page** button on the right side of the page to navigate to the next data field.

When you have completed the Call Document for Ordained Ministers, you may print a complete copy of the document by clicking on the **Main Menu** button, then the **Print Menu** button, then the **Print entire Call Document (Pages 1-11)**. Other printing choices include: **Print Call Document (pages 1-6)**, **Print Summary of Pages 1-6**, **Print Congregational Information (pages 7-11)** and **Print Summary of Pages 7-11**. You may also print a complete copy of the Call document by clicking on the **Print Page** button on the navigational menu on the right side of each individual page.

Making Changes to the Call Document

If you need to resume work on your Call Document for Ordained Ministers at a later date, or would like to change the data in any of the fields, you may launch the program by double-clicking on the **Call Document Ordained (v4.9.2)** icon located on the desktop. Using the navigational buttons, navigate to the place where you need to continue working on the document or where you need to change a previous entry. Click in the data entry field and type your entry/correction in the box.

Making a Backup Copy of the Call Document Data

To make a copy of the data contained in your Call Document for Ordained Ministers, go to the Main Menu and click the button titled "Back up Data to Desktop." The following two files will be saved to your desktop: **Ordained Export File.fmp12** and **Congregation Export File.fmp12**. Copy these two files to a storage device (i.e., diskette, flash drive, CD, DVD, etc.) for safekeeping. **Please note that you will not be able to open these two files or view the content of the files.**

WE RECOMMEND THAT YOU BACK UP YOUR DATA AT THE END OF EVERY DATA ENTRY SESSION. WE ALSO RECOMMEND THAT YOU TIMESTAMP EACH BACKUP OF YOUR CALL DOCUMENT DATA SO YOU DO NOT OVERWRITE A PREVIOUS BACKUP.

Uninstalling the Call Document Software from your Computer

If you do not want to keep the Call document software on your computer, you may uninstall it by doing the following:

Close all programs prior to uninstalling the software.

Go to the **Start Menu**, choose **Programs**, then choose **COP**, then choose **Call Document Ordained (v4.9.2)**, and then select **Uninstall Call Document Ordained (v4.9.2)**.

Instructions for Using the Call Document Software (General Instructions)

- Please limit all data entry to the space provided. **Data which exceeds the space provided will not show when printed.**
- When entering the data, use upper and lower case letters. Do **not** use all capital letters.
- Use the "Tab" key (not the "Enter" key) to move from one data field to the next.
- Some data fields are formatted to display numbers only (e.g., Basic cash salary for 12 months = \$41,250.00). Currency fields are preceded by a "\$" sign. Percentage fields are followed by a "%" sign. Please note that the software will allow you to type text (instead of a numeric value) into a field formatted to display numbers only. However, the data will not be displayed once you move to the next data field, nor will it appear when the document is printed.
- At appropriate places, a pop-up menu will appear and display the choices that are available in responding to an item. (A pop-up menu field is shaded on the bottom and right-hand sides of the field). Using your pointing device (i.e., mouse), click on the appropriate response. Once you have done so, the software will proceed to the next data field.

If you accidentally select an item from a pop-up menu, you can clear your selection by clicking in the open space at the bottom of the pop-up menu.

Macintosh Users: Please note that the Macintosh version of the Call document software does not allow you to tab into a data field formatted with a pop-up menu. To access a pop-up menu field, click in the field using your pointing device and choose the appropriate response from the pop-up menu. Then tab to the next data field or, if it is another pop-up menu, click the field with your pointing device.

- If you would like to return to a previous data field, use the scroll bar on the right side of a layout to move up or down the page to the desired data field. Then, using your pointing device, click in the desired data field.
- If you have a pointing device that has a roller ball feature that allows you to scroll up or down a page, **do not use the roller ball feature while working in the Call Document software.** Using the roller feature does not allow you to scroll

up or down a page, but instead moves you to a different document (record) if one exists.

- **The program will automatically save your data.**
- Navigational buttons

Click on the LCMS cross icon to the left of a menu item on the Main Menu, Spell Check Menu, Print Menu and Help Menu to navigate to that place in the Call Document for Ordained Ministers or to complete the action indicated.



The following navigational buttons appear throughout the Call Document for Ordained Ministers. Clicking on the button will produce the action indicated below.



Main Menu

Returns you to the Main Menu.



Create New Call Document

Creates a new Call Document (pages 1-6).



Create New Additional Congregational Information

Creates a new Additional Congregation Information (pages 7-11)



Find a Call Document

Takes you to the List of Pastors Called (List of Call Documents) screen. Click the GO button to the left of the Call Document you want to review.



Find a Congregation

Takes you to the List of Congregations screen. Click the GO button to the left of the congregation you want to review.



Delete Call Document

Deletes either the current Call Document or **ALL** of the Call Documents in the file, depending on whether you are viewing a particular Call Document or all of the Call Documents in the file.

Use caution when using this navigational button!

Read carefully all warning dialog boxes that appear before clicking the button confirming the deletion since this action is permanent. **Once a Call Document is deleted from the file, it cannot be retrieved.** If you accidentally delete a Call Document, you will need to re-enter all of the data that was deleted.



Delete Congregational Information

Deletes the Additional Congregational Information (pages 7-11) for the congregation selected.

Use caution when using this navigational button!

Read carefully all warning dialog boxes that appear before clicking the button confirming the deletion since this action is permanent. **Once the Additional Congregational Information is deleted from the file, it cannot be retrieved.** If you accidentally delete the Additional Congregational Information pages, you will need to re-enter all of the data that was deleted.



Spell Check Page

Checks the spelling of the data on the page being viewed.



Print Page

Initiates a printing command to print the page you are viewing. **Check the Print Setup dialog box and the Print dialog box when they appear to make sure that the settings are appropriate for your printer.**

If you wish to print the entire Call Document for Ordained Ministers, go to the Main Menu, click the Print Menu navigational button, then click the appropriate print button.



**Close
File**

Closes the file.



Help

Takes you to the Help Menu screen.



Zoom In

Increases the size of the type being viewed on the screen. This action will not change the size of the type when printing the final document.



Zoom Out

Decreases the size of the type being viewed on the screen. This action will not change the size of the type when printing the final document.



**Previous
Page**

**Next
Page**

Clicking the “Previous Page” navigational button will take you to the first data field on the top of the previous page in the document or to the Main Menu if you are currently on the first page of the document.

Clicking the “Next Page” navigational button will take you to the first data field on the top of the next page or to the Main Menu if you are on the final page of the document.



Go

This navigational button appears on the View List of Pastors Called (List of Call Documents) screen. Clicking the button will take you to the first page of the Call Document (i.e., Diploma of Vocation) for the pastor listed.

- Before printing the Call Document, please refer to the printing instructions located at the end of these instructions.

Instructions for Completing the Call Document for Ordained Ministers

General Instructions

- It is recommended that you print a blank copy of the Call document and the accompanying Additional Congregational Information pages prior to entering any data using the Call document software. The Call Committee should then review these pages and formulate its answers to the information requested. Once this has been done, you are ready to return to the Call document software to complete the official document. To print a blank copy of the Call Document, download the **Ordained - Sample Call Document (v4.9.2)** from the call document website.
- Complete **all** sections of the Call document. This should be done even when the individual being called (e.g., deferred vicar, SMP student, etc.) is familiar with the congregation and the area.
- Be complete in providing answers to the items listed.
- Be clear in communicating all of the provisions regarding the Call (e.g., salary, benefits, moving arrangements, expectations of the pastor, etc.). This is especially important in the case of a multi-congregation parish, a congregation that will be sharing its pastor with a neighboring congregation, etc.
- Do not make statements/commitments that you are unable or unwilling to honor.
- Indicate clearly whether or not the congregation is inviting the pastor to visit the congregation as he considers the Call of the congregation. If an invitation is extended to the pastor to visit the congregation, all related expenses should be paid by the congregation and that fact should be communicated to the pastor-elect.
- As a courtesy, send a letter to the congregation the pastor is currently serving to inform his members that you have extended a Call to their pastor. Invite them to join you in praying that the Lord might lead their pastor to a clear decision as to where He wants him to serve.
- When assembling supplemental material to be sent to the pastor (constitution, bylaws, pictorial directory, sample worship service bulletins, sample newsletters, sample calendar, information regarding the community, information regarding the school system, recreational opportunities, cultural opportunities, etc.),

assemble two such packets so that if one is lost or not returned promptly the congregation has a spare set to include with a subsequent Call.

- A cover letter should accompany the Call document. In the cover letter the congregation should tactfully indicate its desire that the pastor reach a decision regarding the Call within a three (3) to five (5) week period of time, and that if he accepts the Call that he should make arrangements to move within a three (3) to five (5) week period of time after accepting it.
- When calling a pastor from the field, the original (signed) and one copy of the complete Call document ("Diploma of Vocation," "Supplement to the Diploma of Vocation," "Compensation Information," and "Additional Congregational Information") is to be sent to the **person called**, one copy is to be forwarded to the **District President**, one copy is to be sent to the **Circuit Visitor**, and one copy is to be kept by the **Calling Body**. Upon acceptance, one copy, duly completed and signed by the person called, is to be returned to the calling body with a personal letter. Upon declination, both copies are to be returned to the calling body together with a proper letter of declination. A copy of the letter accepting or declining the Call should be sent to the appropriate District President(s).
- Note the special instructions regarding printing and distributing copies of the Call Document and Placing Additional Calls on pages 20-21.

Special Instructions When Calling a Seminary Graduate

- Do **not** enter a name of a seminary graduate on the Diploma of Vocation. If you are extending a Call for a specific individual, identify that person in a cover letter that should accompany the Call document.
- Supplemental materials (constitution, bylaws, pictorial directory, sample worship service bulletins, sample newsletters, sample calendar, information regarding the community, information regarding the school system, recreational opportunities, cultural opportunities, etc.) should be held by the congregation until the congregation is notified that a seminary graduate has been assigned to the congregation. These materials should then be sent directly to the seminary graduate assigned to the congregation.
- The congregation should indicate in a cover letter if the Call is an exclusive Call for a specific individual, a convertible Call, a Call for a SMP (Specific Ministry Pastor) graduate, an EIIT (Ethnic Immigrant Institute of Theology) graduate, a POBLO (People of the Book Lutheran Outreach) graduate, a CMC (Cross-Cultural Ministry Center) graduate, etc.

- The congregation should indicate in a cover letter the time of placement requested (i.e., Spring, Summer, Fall, Winter).
- The congregation should make sure to print and include with the Call document the Summary of a Call Extended to a Seminary Graduate. These two pages will print automatically if you click the Print Menu option to print the entire Call document.
- When calling a seminary graduate, 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, a copy will be returned to the calling body, a copy will be retained by the District President, and the original will be forwarded to the Board of Assignments.

Diploma of Vocation

- On the line following the word “To,” type the full name of the pastor being called (e.g., Reverend Doctor John C. Smith). If the Call is an exclusive Call for a specific seminary graduate, do **not** type in the name of the graduate being requested. Instead, indicate the desire of the congregation in a cover letter attached to the Call document.
- On the lines following the word “of,” type the complete home address or ministry address of the pastor being called (e.g., 1234 Church Circle, Heavenly Dove, Alaska). Please do **not** use abbreviations.
- On the line following the word “we,” type the name of the calling body (e.g., Faith Lutheran Church). If the calling body is a multi-congregation parish, each entity of the multi-congregation parish should be listed (e.g., Trinity and St. John Lutheran Churches).
- On the line following the word “of,” type the city and state of the calling body (e.g., Angelic, Washington). If the calling body is a multi-congregation parish, the city and state of each entity of the multi-congregation parish should be listed (e.g., Minneapolis and St. Paul, Minnesota). Please do **not** use abbreviations.
- On the line following the words “have elected you to the office of,” type the title of the position (e.g., pastor, associate pastor, senior pastor, SMP pastor, etc.).

- The Diploma of Vocation should be signed **during the service of installation** by the pastor and a representative of the congregation on the lines provided at the bottom of the page.

Signing the Diploma of Vocation during the Rite of Installation

The presiding minister addresses the congregation:

Pastor: Dear brothers and sisters in Christ, [name] has been called to be (a) pastor of [name of congregation]. I ask you now, in the presence of God: Will you receive him, show him that love, honor, and obedience in the Lord that you owe to the shepherd and teacher placed over you by your Lord Jesus Christ, and will you support him by your gifts and fervent prayer? If so, then answer: We will, with the help of God.

People: We will, with the help of God.

Pastor: Will you honor and uphold your pastor as he serves Christ in all his God-pleasing responsibilities? Will you aid him as he cares for his family? Will you be diligent to “put the best construction on everything,” recognizing that “love covers a multitude of sins”? If so, then answer: We will, with the help of God.

People: We will, with the help of God.

Pastor: The almighty and most merciful God strengthen and assist you always.

The presiding minister asks the newly ordained/called:

Pastor: Are you willing and ready to assume this public trust and responsibility?

Candidate: I am.

➔ **CONGREGATIONAL REPRESENTATIVE AND THE PASTOR-ELECT SIGN THE DIPLOMA OF VOCATION**

Pastor: [Full name of newly ordained], I install you as (a) pastor of [name of congregation(s)], in the name of the Father and of the † Son and of the Holy Spirit.

People: Amen.

Pastor: Now may the God of peace who brought again from the dead our Lord Jesus, the great shepherd of the sheep, by the blood of the eternal covenant, equip you with everything good that you may do His will, working in you that which is pleasing in His sight, through Jesus Christ, to whom be glory forever and ever. *Hebrews 13:20-21*

People: Amen.

- **The Diploma of Vocation should only be printed on a natural-color parchment paper using a colored printer.** The Diploma of Vocation should **not** simply be printed on regular white paper. You may purchase the necessary parchment paper at your local office supply store.

Supplement to the Diploma of Vocation

- The Supplement to the Diploma of Vocation defines the scope of the relationship between the pastor and members of the congregation. The Supplement helps the pastor and people understand this divine Call.

Compensation Information

- Congregations are encouraged to consult the District's Salary Compensation Guidelines prior to completing the Compensation Information section.
- Congregations should **not** negotiate the compensation package offered to the pastor or suggest that the package is negotiable.
- Congregations should not agree to contingencies offered by the pastor (e.g., "I will accept the Call if I can sell my house," or "I will accept the Call if the congregation will give me the down payment to buy a house," etc.)

Salary Information

- Please provide all of the information requested. The called pastor needs to know how the congregation will support him and his family.

Housing Information

- If a parsonage is provided, complete the Parsonage/Utilities Information section. If the congregation is offering the pastor a housing allowance, complete the Housing Allowance Information section.
- If a parsonage is provided, it is recommended that the congregation pay all costs associated with providing the parsonage and basic utilities such as heat, electricity, water, sewer, and telephone.
- In the past, a congregation could provide a Home Equity Plan (HEP) when a home was provided for the worker. This provided a way to have the worker save for a house on a tax-deferred basis. However, significant changes in the federal law now make this illegal and all congregations had to stop this practice as of December 31, 2004. Previously deferred HEP funds (on or before December 31, 2004) and earnings on these funds are unaffected.

The congregation can still provide to the worker additional annual compensation which the worker can deposit in a tax-sheltered annuity (TSA), a traditional IRA, or a Roth IRA.

Another option would be for the congregation to increase the salary of the worker by an amount equal to the former home equity contribution.

Please note that any such additional income given to the pastor is taxable income.

- If the congregation offers to assist the pastor with the down payment needed to purchase a home, the provisions and expectations regarding any repayment of a down payment loan should be committed to writing in a professionally-prepared document, which should be signed by both parties (i.e., congregation and pastor).

Auto Information

- The recommended method for compensating the pastor for the use of his personal automobile for congregational use is to give him a mileage reimbursement rather than providing him with an auto allowance.
- When providing the pastor with a mileage reimbursement, the congregation should pay the IRS rate and adjust its payment to the pastor as the IRS rate changes.
- If the congregation provides the pastor with a mileage reimbursement and there is no limit to the reimbursement, “no maximum” should be noted on the appropriate line.

Benefits Information

- It is recommended that the congregation pay for health care coverage for the entire family (i.e., pastor, spouse, and children).
- The congregation must offer the same level of health care coverage to all of its employees.
- The congregation is encouraged to contact the Concordia Plans office regarding establishing a Flexible Spending Account and/or Cafeteria Plan to minimize the cost to the pastor for providing health care for himself and the members of his family.

- The congregation is encouraged to establish a line item in its annual budget to pay for the annual individual/family deductibles associated with the health care plan it provides.

Moving Information

- The congregation is encouraged to pay for both personal travel expenses and moving expenses when a pastor has accepted the congregation's Call.
- The congregation should consider the need to protect the pastor's personal belongings from damage when establishing the moving arrangements.

Miscellaneous Information

- If the congregation reimburses the pastor for professional expenses and there is no limit to the reimbursement, "no maximum" should be noted on the appropriate line.
- The congregation is strongly encouraged to be supportive of the pastor's decision to serve as a Reserve military chaplain. Due to its many benefits and specific obligations, it is strongly recommended that the pastor and congregation prepare a document of understanding, following his arrival, that details the arrangements under which the pastor participates in the military Reserve chaplaincy. This written document should be reviewed annually by the pastor and the members of the Board of Elders. A copy of the document should be sent to the Executive Director of the LCMS Armed Forces Commission and the District President.
- Annual active duty training assignments should not be deducted from the vacation allowance granted to the pastor.
- In addition, his monthly inactive duty training commitment should not be considered his day(s) off.

Signatures

- Please provide the necessary signatures to authenticate the Call and the information provided with the Call. The normal signatories will be the major congregational officers.

Additional Congregational Information

- Complete **all** sections of the Additional Congregational Information section even when the individual being called (e.g., deferred vicar, SMP student, etc.) is familiar with the congregation and the area.
- **If the Call is being extended by a multi-congregation parish, each congregation needs to complete the Additional Congregational Information section of the Call Document (pages 7-11). In addition, the Diploma of Vocation and pages 2-6 need to reflect combined information for the congregations involved in keeping with the parish agreement.**

Description of the Community

- Describe the community in objective language to help the pastor-elect to understand the character of the community.

Description of the Congregation

- Describe the congregation in objective language so that the pastor-elect obtains a realistic understanding of the congregation, its opportunities, and its challenges.

Description of the Membership

- Describe the membership as accurately as possible so that the pastor-elect gains a clear understanding of the congregation's potential for mission and ministry.

Significant Parish Events in the Last Five Years

- In addition to completing this section, sending a copy of the congregation's history will provide the pastor-elect with a sense of what the congregation has accomplished in recent years.

Congregational Activities

- Please note how the congregation has been involved in outreach/evangelism, social ministry, and in the community.

Christian Day School

- Please note the congregation's attitude toward Christian educational programs for its members (e.g., a day care center, a pre-school, a Christian Day School, etc.).

Bible Study Program

- Please describe the congregation's Bible study program for the past year including a record of the number of classes, students, teachers, and the focus of the classes held.

Worship Practices

- Please describe as clearly as possible the congregation's worship practices and preferences.

Administration of the Sacraments

- Please state the congregation's policy and/or practice for administering both sacraments (i.e., Baptism and The Lord's Supper). This section will guide the pastor-elect in caring for the congregation.

Facilities

- Please describe the congregation's facilities as accurately as possible. You may wish to send photographs of the facilities with the Call document.

Staff

- Include the ministry position descriptions of all other staff members with the Call document.
- Describe line and staff relationships to identify who is accountable to whom on the staff and in the congregation.

Role of Women

- Please describe how women may serve in the congregation.
- Please note those roles of leadership that women may not fill.

Current Congregational Policies

- Please note any policies that define the congregation's practice in the areas noted.
- Note how the pastor is to work with the Board of Elders in responding to various pastoral situations.

Pastoral Approach

- Please specify congregational procedures for considering and implementing changes in congregational practices.

Team Ministry

- Please identify the lines of accountability and division of responsibility.
- Please identify the individual or board/committee responsible for supervising the called pastor.

Challenges Facing the Congregation

- Describe as completely as possible the challenges facing the congregation both at the present time and in the foreseeable future.

Special Pastoral Qualities

- Please identify special areas of ministry for which the congregation is seeking special pastoral qualities.

Special Concerns

- Please list any special concerns that have not been reflected in previous responses.

Other Helpful Information

- Please provide any other information or data that will help the pastor-elect consider your Call and reach a God-pleasing decision.

Information Provided By

- Please identify the individual(s) or group (board or committee) that compiled the information in the Call document.

Printing the Call Document

- Use a high quality colored printer to print the Call document.
- **The Diploma of Vocation should only be printed on a colored printer using a natural-color parchment paper.** The Diploma of Vocation should **not** simply be printed on regular white paper. You may purchase the necessary parchment paper at your local office supply store.
- The remaining pages of the Call document (other than the Diploma of Vocation) should be printed on high quality white paper.

Distributing Copies of the Call Document

- **When calling a pastor from the field,** the original (signed) and one copy of the complete Call document ("Diploma of Vocation," "Supplement to the Diploma of Vocation," "Compensation Information," and "Additional Congregational Information") are to be sent to the **person called,** one copy is to be forwarded to the **District President,** one copy is to be sent to the **Circuit Visitor,** and one copy is to be kept by the **Calling Body.** Upon acceptance, one copy, duly completed and signed by the person called, is to be returned to the calling body with a personal letter. Upon declination, both copies are to be returned to the calling body together with a proper letter of declination. A copy of the letter accepting or declining the Call should be sent to the appropriate District President(s).
- **When calling a seminary graduate,** 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, a copy will be returned to the calling body, a copy will be retained by the District President, and the original will be forwarded to the Board of Assignments.

Placing Additional Calls

- If it is necessary to extend a Call to another individual, you can use your existing Call document to produce a new document. To do so, you have three options:
 - 1) You can simply change the data in the appropriate fields (e.g., name of person called, address of person called, salary information, etc.) of the original Call document and reprint the revised Call document.
 - 2) You can duplicate your original Call document (to preserve the data in that document) and make the necessary changes on the duplicate copy of the original document.

To create a duplicate copy of the original Call document, go to the **Main Menu**, click the **Create/Duplicate a Diploma of Vocation** button, then click the **Duplicate** button. Proceed to make the necessary changes on the duplicate of the original record.

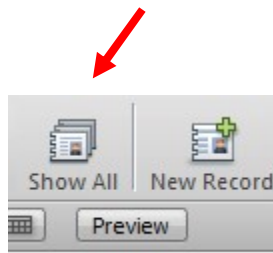
- 3) Create a completely new copy of the Call document and retype all of the data requested on pages 1-11.

To create a new copy of the Call document, go to the **Main Menu**, click the **Create/Duplicate a Diploma of Vocation** button, then click the **Create** button. Proceed to enter the data for the new Call document.

Transferring Data From One Computer To Another

The intent is that the Call document software will be used on only one computer, but it is possible to transfer the data from one computer to another. To do so:

- 1) Open the call document software that has your data and click the "Show All" button to make sure that you will be exporting all of your existing records.



- 2) Navigate to the Main Menu and click the button in the right hand column titled "Backup Data to Desktop."



- 3) Once the backup operation is complete, you will see the following dialog box:



- 4) Copy the two files placed on your desktop to a flash drive.
- 5) Open the Call document software installed on the computer to which you want to transfer your data.
- 6) Go to the Main Menu and click the "Diploma of Vocation (Page 1) (Start Here)" button.

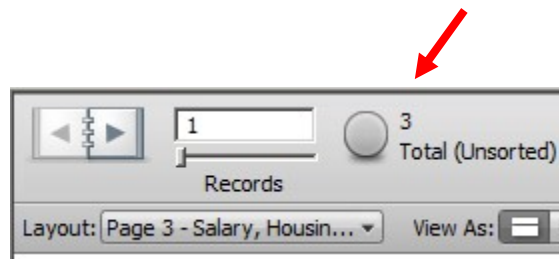


- 7) Insert the flash drive into the USB port on your computer.
- 8) Go to the Scripts Menu and choose the "Import Record Script." Click "OK" then

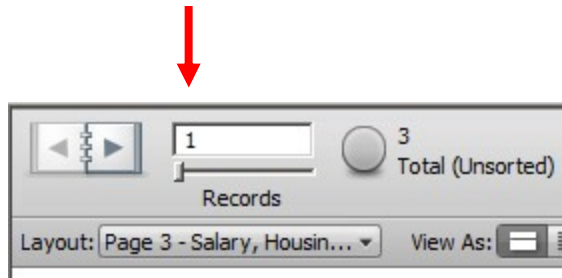
- a) Locate the file that was copied to your flash drive titled "Ordained Export File.fmp12." Highlight the file and click "Open."
 - b) Locate the file that was copied to your flash drive titled "Congregation Export File.fmp12. Highlight the file and click "Open."
- 9) The import process is complete.

How Do I Recover My Data

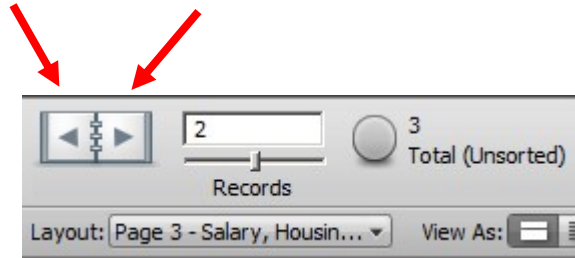
- 1) **The Call document software automatically saves your data entry.** You DO NOT need to save your data as you do in other applications (e.g., File Menu > Save/Save As).
- 2) Only on very rare occasions has the Call document data actually been lost. When it has been lost, it is usually due to a power outage or a power surge. Data can also be lost if data entry is accidentally done while in the Find Mode rather than the Browse Mode.
- 3) On most occasions, when you think you have lost your data, a blank Call document has simply been created so that you have more than one document in your software.
- 4) To determine how many Call documents you have and locate the document you think you've lost, navigate to a page of the Call document and look at the information bar at the top of your screen where it indicates the number of records:



- 5) Then note which document/record you are viewing:



- 6) To navigate to a different document/record, click either the left arrow or the right arrow located in the three-ring binder:



As you do so, you should locate your “missing” document.