

# Quick Reference Guide for the Call Document for Ordained Ministers

**The Call Document for Ordained Ministers contains the following items:**

1. Calling Body Information (appears in the legend at the bottom of pages 2-11)
2. Diploma of Vocation (page 1)
3. Supplement to the Diploma of Vocation (page 2)
4. Compensation Information (pages 3-6)
5. Additional Congregational Information (pages 7-11)
6. Summary Information (pages 12-13)

**The Call Document for Ordained Ministers should be used by calling entities that are extending a Call to:**

1. A rostered pastor (General and SMP) who is currently serving in the field.
2. A seminary candidate (General and SMP) through the Board of Assignments.
3. A man approved for colloquy (by the Colloquy Committee for Pastoral Ministry) through the Board of Assignments.

**When Calling an Ordained Minister from the Field**

1. Complete the Call Document for Ordained Ministers. Use additional pages as necessary to provide more information. If available, attach a detailed job description.
3. Sign the Call Document for Ordained Ministers on page six (6).
4. Make the necessary number of copies of the Call document:
  - a. Ordained minister called (original).
  - b. Calling entity's records (1).
  - c. District President (1).
5. Send the pastor the Call Document for Ordained Ministers (pages 1-11) as soon as possible. (The Summary Information pages (pages 12-13) are **not** included when calling a pastor from the field.)
6. Send your District President a copy of the entire Call document (pages 1-11).
7. Pastor and representative of the congregation sign the Diploma of Vocation during the installation service.

**When Calling an Ordained Minister through the Board of Assignments (Graduate and Colloquy)**

1. Complete the Call Document for Ordained Ministers. Use additional pages as necessary to provide more information. If available, attach a detailed job description.
3. Sign the Call Document for Ordained Ministers on page six (6).
4. Make a copy of the Call Document for Ordained Ministers (pages 1-11) and the two Summary Information pages (pages 12-13) for your records.
5. Send the Call Document for Ordained Ministers (pages 1-11) and the two Summary Information pages (pages 12-13) to your District President.
6. District President reviews the Call document.
7. If he approves of the Call, the District President signs the Call document.
8. District President forwards the signed Call document to the Office of Pastoral Education for processing.
9. If necessary, the District President requests interim placement of the candidate.
10. Pastor and representative of the congregation sign the Diploma of Vocation during the installation service.