

Pastoral Call Process

When a congregation calls a pastor, it can be both exciting and stressful. Throughout this journey, remain steadfast in prayer that the Holy Spirit would guide each decision and those who are a part of the process. If you run into any questions along the way, your [Circuit Visitor](#) and [district office staff](#) are blessed to be of service any way they can.

- Contact your District President and Circuit Visitor when your congregation is looking to call a pastor. You can find a link to a listing of our Wyoming District Circuit visitors [here](#).
- Arrange a pre-call meeting with the District President and/or your Circuit Visitor
- Congregation duly appoints a call committee as specified by their constitution and bylaws.
- Circuit Visitor works with Call Committee and should attend all call committee meetings.
- Conduct a congregational self-study, which will be provided by contacting the District Office.
- Open self-nomination process and receives names of potential pastoral candidates from congregational members.
- Send in completed self-study and list of self-nominations with candidate names to the District President. Once this information is received, the district president works on gathering information for the official call list.
- While the DP works on the call list, the Call Committee begins working on the questions to ask potential candidates.
- Completed call list is sent to the Circuit Visitor to share with the Call Committee
- Call Committee is requested to have the majority of information for the call documents completed when it comes to the ‘short list’ of candidates for the voters’ information.
- Once voters choose a candidate, complete the call documents. A link to the call documents is available from the district office.
 - If calling from the field (a pastor already ordained), give the complete set of original call documents to the pastor being called, and send a complete copy to the district office.
 - If calling straight from the seminary (a man not yet ordained), the set of original call documents must be send to the district office for processing, NOT the seminarian. DO NOT fill out the person’s name on the call documents, even if a specific person is being requested. The name of the requested individual should be indicated in an accompanying cover letter.
- Keep CV and district office informed of any acceptance or declination of the call.

Call Contact Information

[Circuit Visitors List](#) / [Contact Information](#)

District President’s Office: Tiffany Hoff – Assistant to the President

[307-265-9000](tel:307-265-9000) or thoff@wylcms.org