



Michigan District
The Lutheran Church—Missouri Synod
People of Hope ... Vigorously Making Known the Love of Christ

SAMPLE PACKET FOR NON-TENURED CALLS DOCUMENTATION

This sample packet of documents from one of our Lutheran schools can be used to help avoid confusion with non-tenured calls. Please be aware that page 7 of the Commissioned Minister Call Documents shows the requirements for a non-tenured call. If you have further questions, please contact the Superintendent of Schools.

Documents Found Within

A – To be used when renewing a non-tenured call (2 pages)

B – To be used when not renewing a non-tenured call

C – To be used after two years to change a one-year non-tenured call to a three-year non-tenured call

Sample language for a personnel manual:

Non-tenured Calls are normally issued for one year at a time. At the end of the third Non-Tenured Call, the principal may elect to issue a three year - rollover - Non-Tenured Call. In this case, a Non-Tenured Call is issued with a three year term of service. As a year expires from the Non-Tenured Call, the principal has the option of extending the term by an additional year returning it to three years. Should the extension not be offered, the term becomes two years, then one year, and then expires. A formal letter will be sent to the worker informing them if an extension is offered.

Document A (2 pages)

ABC Lutheran Church and School
Awards this non-tenured Call for the

[insert year] School Year

to

[insert name]

To serve as Teacher at ABC Lutheran School requires that the following duties be faithfully discharged with the Word of God:

1. To instruct and train the children diligently and faithfully in the Word of God according to the confessional standards of the Lutheran Church-Missouri Synod;
2. To accord the children a thorough Christian Education and training in the approved course of study;
3. To maintain Christian discipline in the school and to this end, employ such means as are in accord with Holy Scripture, within the bounds of Christian reason and justice and in conformity with our policy;
4. To serve the congregation as an example of Christian conduct;
5. To endeavor earnestly to live in unity with fellow church workers and function under the supervision of the Principal;
6. To fulfill the requirements of the attached position description;
7. To perform such other duties as are in the interest of Christian education and the welfare of church and school, and as have been mutually agreed upon as the circumstances of the congregation may require, and as time and ability permit;
8. To do everything possible within the daily span of activity toward the promotion of the school and for the general advancement of the Kingdom of Christ.

FOR SUCH SERVICES FAITHFULLY RENDERED, the congregation agrees to the following:

1. To accept you as a Christian teacher and to accord you with the love, honor and respect your position should command in a Christian congregation;
2. To support you with diligent and faithful prayer;
3. To cooperate with you in your efforts to train the children and maintain Christian discipline;
4. To provide you with the necessary materials for the effective performance of your duties;
5. To make every effort to render your work pleasant and enjoyable;
6. To provide for your physical support in the following manner:
 - A. Pay a salary as determined by the salary program of the congregation.
 - B. Provide benefits as outlined in the ABC Lutheran School Personnel Manual.

Such physical support shall be provided for the period from August 1, [insert year] to July 31, [insert year, unless the non-tenured Call is terminated prior to its expiration date. If such action is taken by you, the above outlined salary and benefits shall cease on the day of termination.

As evidence that this non-tenured Call has been discussed and agreed upon by both parties, the following signatures are affixed:

[insert name], Teacher Date

[insert name], [insert position] Date

[insert name], Principal Date

Document B

Letter of Understanding – [insert name]
ABC Lutheran School, Anytown, MI

Date

Dear [insert name]:

Normally at this time of the year we provide an extension of your non-tenured Call. As [insert principal name] has reviewed the requirements for continued service, we are again not able to extend your non-tenured call. As a result, you have one year remaining to meet the requirements. Should the requirements not be met, your service to ABC Lutheran School will complete at the end of the [insert year] academic year.

We recognize the seriousness of this document. [insert principal name] stands ready to assist you in meeting the requirements. Please schedule a time with him/her to ensure that you have a complete understanding of his/her expectations.

Service to ABC Lutheran School continues to be subject to the appropriate policies, including the reduction in force policy. This policy provides the procedure that will be used should enrollments require us to reduce the number of teachers on staff. Policy also requires the following from you:

1. A current and valid State of Michigan teaching license
2. Active membership at ABC Lutheran Church

You should have received compensation information for the current calendar year. As soon as compensation for calendar year [insert year] is available, this information will be given to you.

We thank and praise God for your service to our Lord and His ABC Lutheran congregation. May He continue to bless you with many years of service to Him.

Should you have any questions or concerns related to this letter, please feel free to contact either of us.

Serving our Lord,

Principal

Board of Ed Chair / Executive Dir / Pastor

Document C

Letter of Understanding – [insert name]
ABC Lutheran School, Anytown, MI

Date

Dear [insert name]:

We are reviewing staffing needs for the coming school year. We praise God for your work at ABC Lutheran School and for the special ministry you perform. Our Lord continues to bless His children through your teaching and your service to our congregation and our school.

According to our policy, you have successfully completed the required three years of service as a non-tenured call worker. It is no longer necessary that we complete annual documents. It is our intent that you would continue to serve as a teacher on our staff. This letter of agreement extends your non-tenured call through the end of the [insert year] academic year.

Should your circumstances require you to discontinue service to ABC Lutheran School, you are asked to let (principal name) know as soon as possible to allow for adequate time to begin the staffing process. We will assume you will be continuing your service for the [insert year] school year unless you notify [insert principal name].

Service to ABC Lutheran School continues to be subject to the appropriate policies, including the reduction in force policy. This policy provides the procedure that will be used should enrollments require us to reduce the number of teachers on staff. Policy also requires the following from you:

3. A current and valid State of Michigan teaching license
4. Active membership at ABC Lutheran Church

You should have received compensation information for the current calendar year. As soon as compensation for calendar year [insert year] is available, this information will be given to you.

We thank and praise God for your service to our Lord and His ABC Lutheran congregation. May He continue to bless you with many years of service to Him.

Should you have any questions or concerns related to this letter, please feel free to contact either of us.

Serving our Lord,

Principal

Board of Ed Chair / Executive Dir / Pastor