

Appendix P

Call Documents

The Call committee should be acquainted with the Call documents and be prepared to complete the documents and have them signed on the occasion of the Call meeting or immediately on the following day. It is recommended that they be scanned, emailed to the pastor-elect, and mailed to begin deliberating immediately.

The documents should be sent by registered mail with a copy sent to the District President. Accompanying materials may include:

- The latest annual report
- Recent newsletters and bulletins
- Pictures of the church property
- Information about the community and area, as well as real estate information
- A copy of the congregation's Constitution and Bylaws
- Current Budget and Financial Reports
- Pertinent documentation from any self-study conducted by the congregation
- A demographic study of community, i.e., MIssionInSite report from CEF
- A letter of explanation & encouragement from the congregational president

NOTE: Always send copies of pertinent communications to the District President and Circuit Visitor. Of course, be sure to retain a copy of all communications and relevant materials for the congregation's files.

Obtaining Call Documents

The Call document can be obtained online at the Holybytes website:

<https://www.holybytes.com/cop/cornerstone/> You will need a username and password to access the Call Document for Ordained Ministers; acquire this by contacting:

Laurie Brown

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Please read through the "Instructions for Call Document" for complete step-by-step instructions on how to complete the form. A completed Call document will consist of the following parts:

1. Diploma of Vocation (must be printed on parchment paper)
2. Supplement to the diploma (4 pages)
3. Church information section (5 pages)