Sample Call Letter for a Called Elder Servant of the Word

NOTE: Edit as needed before delivery

[Date]

Dear Brother in Christ:

In a regular meeting of our congregation we, the members of _____ Lutheran Church, have called you to serve in various areas of the ministry of God's Word among us, during this time when we are without a regularly-called pastor. We ask you to do this according to the needs as specified in this document, or as may be resolved and mutually agreed upon from time to time. We are entrusting these duties to you, dear brother, with the understanding that you will be guided in your work by our vacancy pastor when he is absent from us: **[Name: _____] [or – by our Conference Visitor, Name: _____].** We are issuing this call with the understanding that your time of service in these areas will be complete when the Lord brings a regularly-called pastor to serve among us.

It is fitting that you should be reminded of the solemn duties we are asking you to do, so that you may carry them out in a manner that is fitting for a faithful servant of Christ. We are asking you to: **[edit the items below, or circle all that may apply]**

- Conduct our regular worship services and deliver an edifying sermon,
- Administer the Lord's Supper in our worship services according to our customary schedule,
- Visit our shut-in members, the sick and those hospitalized to give them scriptural devotions for their spiritual strengthening and comfort,
- Lead our Sunday or weekday Bible class for our instruction in the Word of God,
- Supervise our Sunday School program, giving guidance to those who teach,
- Conduct Catechism classes for our youth, preparing them for communicant membership in our church,

- Give your aid and scriptural counsel to those who request guidance from the Word of God,

- Lead us in outreach efforts for the growth of God’s kingdom among us,

- Report regularly to our Church Council and voters about the state of the congregation and its members, and

- Have in your heart and in your prayers at all times the spiritual welfare of every soul whom you serve.

You are to devote yourself to the meditation and study of the Scriptures, and to carry out your duties in conformity with the Word of God. You are to be an example to others in godliness and Christian living, putting no stumbling block in anyone's path, so that the ministry of this congregation will not be harmed.

On our part we promise, if the Lord moves you to accept our call,

1. To receive, honor, and love you as our called Elder Servant of the Word;
2. To support your work among us with our prayers and personal assistance;
3. To provide a regular stipend of $_____ per month of service, as well as reimbursement for expenses that have to do with your church work. This includes a mileage rate of ___ cents per mile for church-related driving.

May the Lord lead you to recognize this call as coming from him. Should he lead you to accept this call, may he bless your service among us to the glory of his holy name, the building of his Church, the temporal and eternal welfare of many people, and your own great joy and blessing.

In Christ, on behalf of the members of _____ Lutheran Church,

_____ [first sign, then print NAME], President