

Ohio District – LCMS: Lutheran School Administrators - Recommended Divine Call Process

Position Description

- Title
- Position Summary
- Position Responsibilities (use action verbs)
- Position Accountability (to whom)

Position Qualifications

- Education
- LCMS Roster Status (Yes or No)
- Experience

Salary and Benefits

Moving Expenses

Sources of Candidate Names

- Congregation(s)
- District Principals
- District Office
- LEIF Search on LS Portal
- LEOC

Call Process

1. Establish a call committee.
2. Develop position description.
3. Develop position qualifications.
4. Determine starting date.
5. Solicit candidate names. (Base the solicitation on position qualifications.)
6. Get LEIF information on candidates.
7. Do initial sort based on LEIF information.
8. Determine which candidates to consider.
9. Contact candidates-ask if there is any reason that they should not be considered for a Call at this time.
10. Share names of potential candidates with the Ohio District Education Office.
11. Develop interview questions based on past behavior and position responsibilities.
12. Determine which candidates to interview and interview format (telephone or face-to-face).
13. Schedule interviews.
14. Contact references.
15. Conduct initial interviews.
16. Conduct follow-up interviews.
17. Prepare recommendation for calling body.
18. Schedule Call meeting.
19. Prepare Call documents.
20. Conduct meeting to issue Call.
21. Telephone candidate to inform of the Call, if possible before the meeting adjourns.
22. Mail Call documents, preferably by overnight delivery.
23. Mail a letter to the congregation or association of the person being called at the time of the Call being mailed.
24. If the Call is not accepted, return to step #17 or # 18.
25. When the Call is accepted, request installation authorization from the Ohio District president.