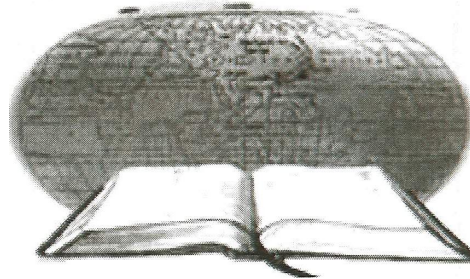


WELS Seminary Graduate Application

“Preach the good news to all creation...”

Mark 16:15



Dear Brothers,

Thank you for all your work in your churches and schools to continue the proclamation of the Word. While these are uncertain times which may necessitate changes along the way, we are moving forward with accepting requests for the assignment of seminary graduates to our congregations. Enclosed is an application form for requesting a Wisconsin Lutheran Seminary graduate.

The forms that follow are in a PDF fillable format. You will need Adobe Reader or some other PDF capable program (not Microsoft Edge). Please type in your information and email it back to the district president. Email attachment is preferred. If you prefer to have the forms as an RTF file, request the same by e-mail. (Instructions on the next page)

In addition to completing the form that follows, the requesting congregation is required to use the WELS Compensation Calculator: <https://cwcompcalc.wels.net/>

Upon calculating the graduate's total compensation (salary, housing, and benefits), print the results as a pdf document and also attach it to your email to the district president. (Instructions on the next page)

NOTE: Congregations that are assigned a WLS graduate will be asked to contribute \$1000 annually for three years to enable their pastor to participate in the Pastor Partners Mentoring Program.

Another form included indicates the directions you want the Assignment Committee to follow should a candidate possessing the specific gifts and abilities you are seeking not be available.

In order that the individual who is assigned to your congregation may have his Call on Assignment Day, I would ask you to include the appropriate Call document filled in with the exception of the name.

These documents should be in my office by May 5 so that I may have the appropriate information to share with the Assignment Committee.

The forms that follow are in a PDF fillable format. You will need Adobe Reader or some other PDF capable program. You can type in your information and email it back to the District President. Email attachment is preferred.

DIRECTION FOR SAVING AND RETURNING this document:

1. Before you begin to change the file, select SAVE AS as the method of saving it.
2. Please use a file name which follows this format: City Church Year. Example: Milwaukee St. Mark 2020
3. Make changes and additions to it and email it back to me as a PDF document.
4. If you do not have PDF capabilities, you can print the document and fill it out. Please scan your completed document and send it back as an e-mail attachment.
5. If you prefer an RTF document, please send an e-mail requesting the same.
6. Attach the PDF printout of your compensation information and also return it to me with your application. Please use this format: City Church Year Compensation. Example Milwaukee St. Mark 2020 Compensation. (Compensation information is elsewhere in this document.)

2020 Request For WLS Graduate

Date Due: May 5, 2020

Dear District President,

We the members of, _____
(name of congregation)

of _____
(city and state)

hereby formally petition the WELS Assignment Committee to assign to us a graduate of Wisconsin Lutheran Seminary, asking you to take into consideration the following needs of our church:

In doing so, we place our confidence in our Lord Jesus Christ to provide for the needs of His church, as well as our confidence in the divinity of the Call as it is carried out through the Assignment Committee. We commit ourselves to adequately provide for the support of the graduate who is assigned to us.

In the name of: _____
(name of church)

(President)

(Secretary)

Directions to the Assignment Committee

Should a pastoral candidate possessing the specific gifts or skills you are looking for not be available among the graduates, what direction do you wish the district president to give to the Assignment Committee?

Assign a candidate who fills as many of the requirements of the Call as possible.

Withdraw our Call from consideration, and we will (continue to) call from the field.

Note: It is likely that there will not be enough candidates to fill all the requests for graduates. Should it be the case that your congregation does not receive a candidate, the District President will contact you as soon as possible after the assignments are made.

However, we do encourage you to apply for a candidate if you would like that consideration. That gives the Assignment Committee a better understanding of the overall synodical need. It is also possible that a particular candidate will fit your needs very well.

REQUEST TO THE ASSIGNMENT COMMITTEE FOR PASTORAL CANDIDATE

Call Day Service: May 21, 2020 / District Office Deadline: May 5, 2020

Fill out the chart below to the best of your ability.

Congregation:		
Street:		
City, State, Zip:		
Founded:		
Mission, Interest Subsidized or Self-supported:		
Number of communicants:		
Number of Souls:		
Number of Voters:		
Average Age of Members:		
LES Enrollment:		
Vacancy began:		
Name of Vacancy pastor:		

Salary Considerations: As congregations prepare to request a call or come to the Assignment Committee, the Conference of Presidents wants to underscore that it considers the base salary of the code to be a reasonable wage. This would include benefits such as VEBA, pension, housing, half of Social Security, and mileage. *Congregations not presently at code should present a plan that would bring the salary to the level of mission code within three years and provide an annual report to the District president regarding their progress.*

In order for the Assignment Committee to consider a request for a graduate, the congregation is required to use the WELS Compensation Calculator: <https://cwcompcalc.wels.net/> Use "Graduate" as the called worker's name.

There is an instructional video to explain the purpose and use of the online calculator: <https://vimeo.com/225001187>

There is a compensation guidelines document that can be downloaded: <https://cwcompcalc.wels.net/assets/WELSCompensationGuidelines.pdf>

Upon calculating the graduate's total compensation (salary, housing, and benefits), print the results as a pdf document and include it with your call application. As noted previously, please save it in this format (example): Milwaukee St. Mark 2020 Compensation.

Compensation Considerations

Housing allowance: If you are not providing a parsonage for the pastor to live in, he will need to rent or purchase a home to live in. The base salary does not include the housing allowance. The housing allowance is based upon the HUD fair market rental value of homes in your area. The monthly allowance figure is available from the HUD website. Use the 3-bedroom amount under most circumstances. If you expect your pastor to maintain an office in his home, use the 4-bedroom amount. Multiply the monthly HUD figure by 12 to get the annual amount.

+2% equity allowance: If the congregation *is* providing a parsonage for the pastor to live in, his salary is to be adjusted upward by 2% of the base salary to compensate for the equity that he will not be gaining from owning his own home.

Social security assistance: Pastors are considered to be employees of the congregation for income tax purposes, but they are considered to be self-employed for Social Security purposes. This means that pastors are responsible for paying their own self-employment tax to the Social Security Administration. The synod code provides for congregations to add 7.65% to the "Total salary" to assist pastors with this additional obligation.

Travel allowance: Some congregations include in the compensation a fixed amount to cover anticipated travel expenses (mileage costs). Other congregations request that the pastor submit reimbursement requests for non-commuting, church-related mileage actually driven. If you provide a fixed mileage compensation, include the annual amount here.

Additional benefits provided under synod code compensation:

1. Coverage in a family medical plan, WELS VEBA or equivalent, \$1,000 deductible.
2. Coverage for long-term disability.
3. Participation in WELS pension plan.
4. Paid vacation, according to synod schedule:
 - 0-7 years of service: 2 weeks
 - 8-15 years of service: 3 weeks
 - 16+ years of service: 4 weeks

Because we are blessed with second career graduates, please have your congregation address whether or not it is able and willing to adjust the base salary based on other work experience, completing the following:

Yes ___ No ___ If “yes” the years of experience which can be considered are: _____

Assembling your call packet

Please compile your call packet that will be presented to the candidate following the call service. You may use the following checklist for items to be included with the call packet:

- Completed call form (“In Nomine Jesu”). Remember to leave the line for the name blank. Call forms may be obtained at no cost from the NPH website; <http://online.nph.net/pastor-call-form.html>
- Cover letter to the candidate, including details about your congregation, your community, special ministry opportunities, etc. Make sure the letter includes contact information for key individuals in the congregation. Make this letter as thorough as possible.
- Additional information of interest about your community, materials from the Chamber of Commerce, etc. (These additions to your call packet are optional.)

Please send the above items to the district president so he may deliver them on Assignment Day:
Pastor David Kolander
1650 N Brookfield Road
Brookfield WI 53045

If you have any questions, you may email sewdp@wels.net

WELS Pastor Partners Mentoring Initiative

When requesting a new graduate, the calling body needs to be aware of the blessings of and responsibilities for the WELS Pastor Partners Mentoring Initiative. Pastor Partners is a process that trains and assigns WELS Pastors to support new pastors in their first years of serving in the ministry. Collaboration between the new pastor, and a trained mentor create a culture of on-going professional development. The calling body’s required financial support assists in a portion of the administrative costs of implementing and maintaining WELS Pastor Partners that include instructional mentor training, travel, and on-going professional development for the new pastor.

Responsibilities of the calling body include the following:

- Cooperate with the Conference of Presidents and the mentor in the mentoring process
- Commit to helping beginning pastors and mentors to receive on-going professional development
- Pray for all involved in the instructional mentoring process
- Pay the appropriate fees for being involved in new teacher induction

WELS Pastor Partner Initiative Fees to be paid by the calling body

Year one	\$1000
Year two	\$1000
Year three	\$1000