

Guide to Offering a Call to a Clergy Candidate

A call to new clergy marks both a culmination and a new beginning. The offer should be made prayerfully, transparently, and in consultation with the Bishop's Office. The following steps outline the process for formally offering and announcing a call to a priest, rector, or other clergy position within the Diocese of Ohio.

1. Confirm Readiness to Call

Before extending any offer:

- Ensure the Bishop's approval of the finalist with a phone call (per diocesan policy).
- Confirm that the Vestry has voted to extend a call to the candidate, recording the vote in vestry minutes.
- Notify the Canon to the Ordinary of the intent to call, providing the candidate's name, vestry vote date, and proposed terms.

2. The Call Conversation

The Senior Warden is the person authorized to extend the call on behalf of the Vestry. This conversation should be both formal and pastoral.

Key components of the offer conversation:

- Express joy and gratitude for the candidate's ministry and discernment.
- Clearly state the offer: "On behalf of the Vestry of [Faith Community Name], I am honored to extend a call for you to serve as our [Rector/Vicar/Priest-in-Charge]."
- Reference the proposed compensation package, as approved by the Vestry and reviewed with the Canon to the Ordinary.
- Clarify that the offer is contingent upon mutual agreement of the Letter of Agreement, background check, and diocesan approval.
- Invite the candidate to prayerful consideration and to discuss the timeline for response.

Follow up the phone call with a written email confirming the offer and enclosing the proposed Letter of Agreement for review.

3. Drafting the Letter of Agreement

The Letter of Agreement (LOA) serves as the formal document outlining the terms of the call and must be approved by the Bishop's office prior to signing.

The Diocese of Ohio provides Letter of Agreement templates, which will be shared with your faith community for use and adaptation.

Please note that the compensation package must meet or exceed the minimum threshold established each year by Diocesan Convention in its annual clergy compensation resolution ("R1"). A clergy compensation calculator is also available from the Bishop's staff to assist in determining the total compensation package.

Once the LOA is in final draft, the Bishop's Office will upload the document to DocuSign, an e-signature platform, to obtain all required signatures and finalize the agreement. A final, fully executed copy will then be emailed to all parties for their records.

4. Acceptance of the Call & Announcements

Please see the Diocese of Ohio website or contact the Canon to the Ordinary for best practices and guidelines on making announcements of new calls.

Note that public announcements must be coordinated between the involved faith communities and can only be made after the LOA is complete.