

## Courtesies to Follow When Receiving a Divine Call

### A. Upon receipt of the Divine Call:

1. Notify the president of the congregation or institution you are serving
2. Arrange for presentation and formal discussion of the Divine Call
3. Send a letter to acknowledge receipt of the Divine Call to the calling body in care of its president. Use a business style format with inside address so all those who receive a copy are sure who has been called and which body has extended the divine call. Send copies to:
  - a. President of the District in which you hold membership
  - b. President of the District in which calling congregation is located
  - c. Circuit pastor of your circuit or School Counselor for your school
  - d. Pastor or Vacancy Pastor serving the calling congregation
  - e. Chairman of your District Mission Board, if you serve a mission congregation
  - f. Chairman of the calling District Mission Board, if the calling congregation is a mission congregation

### B. While deliberating the Divine Call:

1. Pray for the Holy Spirit to bless your deliberations, giving you the wisdom you need.
2. Seek the counsel of neighboring pastors, circuit pastor, teachers, district president or others as the circumstances suggest.
3. Discuss the call and seek the counsel and advice of voters or fellow staff members.
4. Discussions with representatives of the calling body may at times include your spouse. Be careful in those discussions not to include your spouse in items which are confidential in nature.
5. If possible, determine and announce the projected date for reaching a decision.

### C. After reaching a decision:

1. Notify the president of the calling congregation or institution of your acceptance or decline.
2. Announce your decision to your congregation or institution.
3. Follow steps A, 3, a-f above when notifying calling body of your acceptance or decline.
4. If, after prayerful deliberation and consultations, you are convinced to accept the new Divine Call, then request, in writing, a peaceful release from your present Divine Call.

### D. Concluding steps:

1. If you accept the Divine Call, make arrangements for moving, planned day of arrival and date for installation with the president, pastor and/or vacancy pastor of the calling body.
2. Pastors & male teachers, be sure to contact my office for authorization of installation, prior to the service so that proper forms can be sent. Either email or US mail will suffice. Identify the installing pastor (normally the resident or vacancy pastor) and the date.
3. Remember that if the Lord leads you someplace else, that's your new home. As you settle in to your new home, allow your memory to fade in your previous place of service while God's people there learn to know and love their new servant in Christ.
4. If you decline a Divine Call, return (as soon as possible) the Divine Call form and all other pertinent information that was sent to you by the calling body.