
March 2020

Dear Brother,

Enclosed is an application form for requesting a seminary graduate from Wisconsin Lutheran Seminary.

The forms that follow are in a PDF fillable format. You will need Adobe Reader or some other PDF capable program. Please type in your information and email the attached file back to the Western Wisconsin District office (wwdoffice@wels.net). If that method does not work, you can also print the forms and hand-write the information, scanning the file and emailing it as an attachment. If you prefer to have the forms in another format, please email the district office at wwdoffice@wels.net to make that request.

In addition to completing the forms that follow, 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), save the results as a PDF document and attach it to the email along with the request forms.

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.

One of the included forms is used to indicate 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. It is included as a separate attachment to this email.

Application Deadline

It is encouraged to get your application in as soon as possible so that consideration of candidates for your congregation can begin as early as possible. **Applications are due to the district office no later than May 1, 2020.**

Call Packet

Please also assemble a call packet for presentation to the candidate following the call service. Here is a checklist for items that may be included in the call packet:

1. (Required) Completed Call form, attached to this email as a separate document
2. (Required) 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

3. (Optional) Additional information of interest about your congregation and community
 - a. A map of your city or area
 - b. Pictures of your facilities and housing, if available (Some congregations send a CD.)
 - c. History of the congregation/school
 - d. Directory of your congregation
 - e. Recent bulletins/calendars/newsletters
 - f. The Constitution and By-laws of your congregation/school
 - g. An LES Handbook, if applicable
 - h. Information from the Chamber of Commerce on your area
 - i. Other items you feel may help a newly assigned called worker feel welcome and at home

Send the call packet by May 1, 2020, to:

St. Mark Lutheran Church
Attn: Abbie Krueger
615 Jones Street
Watertown, WI 53094

Assignment Day at Wisconsin Lutheran Seminary is Thursday, May 21, 2020. Communication with congregations who have requested a graduate will occur as early as possible on Wednesday, May 20, 2020. You will be contacted regarding whether or not a graduate has been assigned, so that should a candidate be assigned, leadership from your congregation may choose to attend and meet their new pastor.

Christ's servant to you,



Pastor Michael T Jensen

President Western Wisconsin District
wwdp@wels.net
Phone: 262-623-7867
615 Jones Street • Watertown, WI 53094



2020 Request For WLS Graduate

Date Due: May 1, 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 possible 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 shortly after Call Day to make arrangements for filling your vacancy.

REQUEST TO THE ASSIGNMENT COMMITTEE FOR PASTORAL CANDIDATE

Call Day Service: May 21, 2020 / District Office Deadline: May 1, 2020

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:		

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: _____

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>. Additionally, 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 attach it to this form.

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

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