**Checklist for the Approval of Calls**

**Great Lakes City Classis**

* Does the call include all the text of Formulary 5: *Call to a Minister of Word and Sacrament*?
* Is the legal title of the church and the name of the minister clearly stated?
* Is the position correctly identified as a senior or associate minister?
* Are the particular services required of the minister included?
* Are the amount of the salary and arrangements for housing included?
* Do the salary and benefits meet or exceed the minimum in the *Compensation Guidelines for Ministers of Word and Sacrament* approved by the classis?
* If part-time, does the attached worksheet state the percent of full-time and the approximate number of hours per week? (17.5 hours – 29 hours per week)
* If a waiver application is submitted, do the circumstances of the church justify the approval of the waiver?
* Is the call dated and signed by the members of the consistory and the supervisor of the call?
* Has the *Worksheet for Calls and Contracts* been completed and attached to the call, including the number of years since ordination for the minister and the number of confessing members of the church?