

Procedures for Calling Ministers of Religion—Commissioned (Checklists for Securing Personnel)

Congregation / School Seeking First Placement Candidate (Including Colloquy Candidates)

- ___ Formulate the position or job description.
- ___ Advise the district president or education executive that you are going to request a candidate from one of the Concordias.
- ___ Go to <http://cus.lcms.org/ComMinPlaFeed/> to complete the Candidate Request Form in its entirety and insert the record (submit it).
- ___ Placement directors will send the calling entity information on the candidate(s). Calling entities can interview candidates.
- ___ Select the candidate of choice.
- ___ Request your candidate of choice to be designated to the placement director.
- ___ Upon receiving notification of acceptance of designation, contact your district office to obtain call documents. Prepare call documents.
- ___ Sign and send call documents to district president.
- ___ District president signs the call document.
- ___ District president sends call documents to placement director.
- ___ Placement director delivers call documents to candidate and notifies Concordia University System staff of designated call.
- ___ Candidate informs calling entity of acceptance of the call.
- ___ Assignment is made and approved by the Board of Assignments.
- ___ Director of placement notifies the District that the candidate has completed all requirements and is now approved for commissioning and installation.

When First Placement Candidate Accepts Call

- ___ Candidate informs calling entity and placement office of decision.
- ___ Placement director informs district president via certificate of eligibility that all requirements have been completed and the candidate is approved for commissioning and installation.
- ___ Candidate applies for membership in the Synod.

- Candidate, in consultation with calling entity, seeks authorization for commissioning and installation from district president.
- If candidate desires commissioning to take place in a location other than the location of the call, candidate obtains permission from the calling entity, the candidate's district president, the host pastor, and the host congregation.
- Confirm arrival date, commissioning/ installation date, relocation plans, etc.
- Obtain transfer of communicant membership to new congregation.
- District president authorizes commissioning and installation.
- Candidate is commissioned and installed into public ministry.

Congregations / Schools Seeking Candidate Already in Ministry

- Formulate position or job description.
- Inform and seek advice from district officials.
- Calling body prepares the call documents.
- Send call documents directly to person.
- Inform district president as to who has been called.
- When call is accepted, request authorization to install from the district president.
- Install called person (commissioning occurs only at the beginning of a person's service in the church).

Congregations / Schools Seeking a Lay Teacher

- Prepare offer to engage.
- Send offer to engage to the person.
- Induct person into office. (optional)
- Inform district office.
- Encourage worker to seek placement/ reinstatement/ colloquy.