

## Approval

### Step Four – Steps to the Approval Interview in Candidacy

#### Approval Interview Components

1. The **Approval Essay** -- the prompt for this essay is found at [elca.org](http://www.elca.org) at: <http://www.elca.org/Resources/Candidacy#Essays>;
2. The ELCA Seminary **Faculty Recommendation (Form D)** -- (supplied by the Seminary);
3. **Internship Evaluations** -- (the Supervisor's Final, the Intern's Final, and the Internship Committee's Final Evaluations... all dated and signed);
4. **Official Academic Transcripts** -- (transcripts of academic work completed at the time of the Approval);
5. The signed/dated **Final Report on CPE** (or other supervised clinical ministry, especially if completed after endorsement and if not already on file);
6. A **live sermon** – (presented in the congregational setting, recorded and uploaded to YouTube, with the link and sermon script provided to the Candidacy Committee);
7. The **Approval Information Form** – [http://download.elca.org/ELCA%20Resource%20Repository/Approval Information For Candidacy.pdf](http://download.elca.org/ELCA%20Resource%20Repository/Approval%20Information%20For%20Candidacy.pdf) (completed online, returned to [Laurie@spselca.org](mailto:Laurie@spselca.org), printed and signed by the Candidate and Committee members at the Approval Interview, before being returned to the Candidate's Candidacy file).
8. **FERPA Form**, signed and dated with copies provided to Candidacy and to the Seminary. The FERPA Form is found at [http://download.elca.org/ELCA%20Resource%20Repository/Candidate\\_FERPA.pdf](http://download.elca.org/ELCA%20Resource%20Repository/Candidate_FERPA.pdf)

The Candidacy Committee may request and review any other materials it deems relevant for discerning the Candidate's readiness for Rostered Ministry in the ELCA.

For more details about the Approval Interview process, please visit:

[http://download.elca.org/ELCA%20Resource%20Repository/Candidacy Manual 2017.pdf](http://download.elca.org/ELCA%20Resource%20Repository/Candidacy_Manual_2017.pdf)

**Send Approval materials** – at least three weeks prior to the scheduled Approval Interview date, send documents to:  
Office of the Bishop, Bay Area,  
500 Airport Blvd, Suite 442,  
Burlingame CA 94010  
or email [Laurie@spselca.org](mailto:Laurie@spselca.org)  
650.590.0980