

Assignment Process

Step 5 -- Steps to the Assignment Process in the ELCA

Candidates Approved for ordination, consecration, reinstatement and candidates from other traditions must submit several forms prior to the Assignment Consultation. The Candidate Assignment Paperwork (A, B and C Forms) as well as a Rostered Ministers Profile (RMP) must be submitted in a timely fashion. The seminary, Candidacy and Leadership Manager and candidacy committee/synod relating to each candidate must also submit required forms in accordance with the posted schedule.

While there are several steps that need to be taken to make sure that you are included in the upcoming assignment, this site contains several resources to help guide you along the journey.

It is recommended that you first **start by reading the Assignment Process Guide**. Next, it is recommended that **you carefully review the Assignment Paperwork submission deadlines** and download a copy of the Assignment Process Checklist. Failure to meet all requirements by the deadlines may result in postponement of your assignment to the next cycle.

Please also keep in close contact with your regional Candidacy and Leadership Manager, your synod candidacy or assignment contact and your seminary representatives as you prepare for assignment. These contacts can provide invaluable guidance for you.

A **comprehensive guide to the Assignment process** and protocol within the ELCA is found at: <http://www.elca.org/Resources/Assignment-Process>

Assignment Forms can be found at: <http://www.elca.org/Resources/Assignment-Process#Forms>

Materials (and questions regarding completion) need to be addressed to assignment@elca.org

Candidates -- please keep in mind...

When it comes to receiving a call after having been Approved and completing the Assignment Paperwork and Process, it is not usual for Candidates to wait. Being called depends on the availability of a Call and the suitability of a match between the Candidate and the Calling Congregation.

We notice that in our Synod it can take upwards of a year (and sometimes more) for a Call to come to fruition for the Candidate.