

Calling a Commissioned Minister

** Please note that Synod considers the hiring of an already commissioned worker in the area of their ministry, even if by "contract" and not with official call documents, to be treated as a call. As such, the candidate should be installed (after receiving authorization from the district president), considered "active" on the roster, and treated as a called worker.

Calling a commissioned minister is an exciting time, but can be confusing since it is not done frequently. We pray you find the following checklist helpful in navigating your way through the process. Do not hesitate to contact the district office at any time. We are blessed to walk alongside you and provide assistance.

Searching for a Candidate

_____ Decide if you will "call from the field" (a person already on the roster as a commissioned minister) and / or through placement (a new graduate or newly colloquized person who is not yet commissioned or rostered).

_____ **To search for candidate names through placement**, contact the district's education office to let them know of your opening. They will give you a link to the Concordia University System website where you will be able to submit a Candidate Request Form (can be done along with a search from the field)

_____ **To search for candidate names from the field**, contact the district's education office to be given search access on the synod's CMIF database and possibly receive names of candidates open to a call.

Preparing Call Documents

_____ Once your Call Committee has decided on a candidate, contact the district office for a link to a current, blank **call documents** and begin work on completing the document (see *Call Document Hints* at the end of this page).

_____ If **calling from the field**, send original call documents directly to the candidate and inform the district office of the extended call.

_____ If **calling from placement** (new grad or colloquy), send complete, original documents to the **district office**. DO NOT GIVE CALL DOCUMENTS TO THE CANDIDATE. Papers will need to be reviewed and signed by the district president and will then be forwarded on the university placement office in charge of that candidate. Once processed there, the placement office will send the call documents to the candidate for consideration.

_____ Let the district office know about any **acceptance** or **declination** of a call.

Preparing for Installation / Commissioning

_____ Once a call is accepted, the candidate has several pages at the back of the call documents that have to be sent various places to inform them of the acceptance (synod, district, placement office, etc). Those going through placement also have an application for synodical membership to complete BEFORE commissioning. Please encourage your candidate to stay on top of this paperwork.

_____ Work with your candidate / pastor / principal, etc. to determine a date and officiant for the installation (and commissioning, if through placement). Contact the district office for a **Request for Installation** form, complete, and return at least **two weeks before the desired installation date**. The district president needs to sign authorization paperwork that the officiant should receive **PRIOR** to the installation. **Please DO NOT plan for an installation before this step is completed** to avoid any possible rostering issues.

_____ The officiating pastor will receive the Authorization for Installation form prior to the installation. That form needs to be signed and returned to the district office following the service as part of the official rostering process. A certificate (for newly commissioned only) will be sent with that form to the officiant, and can be presented to the commissioned minister at or following the commissioning.

Call Document Hints:

Following are just a few hints to avoid frequent mistakes made on call documents:

- ** After contacting the district office for the login credentials to download the latest version of the call documents, be sure to choose the file for "commissioned" and not "ordained. Samples and more information are available at that login site.
- PG 1:** The "Diploma of Vocation" (pg. 1 of the call document) is to be printed on natural-colored **parchment paper** and printed in **color**, suitable for framing.
- PG 1:** There should be **AT LEAST TWO signatures**, and should include at least one from a person in a leadership position: pastor, principal, head of school board, chairperson of the congregation, etc.
- PG 6:** There should be **AT LEAST TWO signatures** in the middle of the page under "Congregational Signatures" and should have the date, calling body, and address information completed as well.
- PG 7:** If calling from the field, question #1 regarding the **Board of Assignments** should be marked "NO." If calling a new graduate or a newly colloquized candidate, it should be marked "YES."
- PG 10:** If calling a new graduate or colloquized candidate, complete the top section regarding the **Calling Entity**. This does not require a signature, only information.
- ** Note that pages 11-14 are for the called worker to complete and distribute after acceptance. They should be included (blank) in your prepared documents when given to the worker (from the field) or sent to the district office (new grad or colloquy).

Calling a Commissioned Minister Contact Information

Please contact the Indiana District Office at 260.423.1511 with any questions.