Assignment Checklist	
	Develop a devotional plan that will attend to the spiritual dimensions of assignment decision.
	Engage your spouse, significant other and/or family in prayer and conversation about this process.
	Write and submit the Approval Essay to the Candidacy Committee and Seminary.
	Check with your seminary, synod and Candidacy and Leadership Manager to identify if there are meetings or assistance available to assist you through the assignment process.
	Schedule your Faculty Approval Interview.
	Schedule your Candidate Approval Interview after verifying that the synod has received all required paperwork.
	Fill out the Rostered Ministers Profile (RMP) through the Mobility Database System before the deadline. Be sure to complete it entirely and to submit it electronically as instructed.
	Fill out the Candidate Assignment Paperwork (forms A, B, R (if applicable) and Candidate Commentary). Email the forms as an attachment to assignment@elca.org before the deadline. Be sure to save a copy for your records.