

# Assignment Process Frequently Asked Questions

(October 2017)

## **Q: What forms does a candidate preparing for assignment need to complete?**

**A:** A candidate preparing for assignment needs to complete and submit the following forms: A, B and C Forms. These should be completed at one time and submitted as a single file to [assignment@elca.org](mailto:assignment@elca.org). A candidate must also complete the Rostered Minister Profile (RMP). The RMP is completed and submitted through the Mobility Database System.

## **Q: What other forms need to be submitted on behalf of a candidate?**

**A:** The seminary, Candidacy and Leadership Manager and candidacy committee/synod relating to each candidate must also submit required forms. These include the following forms: D, E and approval/denial of R (if applicable).

## **Q: Do I need to create an ELCA Community account?**

**A:** Most candidates will already have created an ELCA Community account before or during the candidacy process. If you have not yet created one, you will need to create one to access the Rostered Minister Profile (RMP) form. Once an account has been created it will take 24-48 hours for that account to be linked in our system; after that time, you will be able to enter and access the RMP. To create an account, visit <https://community.elca.org/login> and click "New User Registration".

**DO NOT CREATE A DUPLICATE ACCOUNT!** If you are not sure if you have created an account, click "Forgotten Password" and enter your primary email; you will receive instructions for resetting your password at your email address if you have an ELCA Community account.

## **Q: What do I need to do if I was previously assigned, but still waiting a call?**

**A:** If you are a candidate who was previously assigned but still waiting a call, you must wait 90 days from your most recent assignment before being considered for re-assignment. Be sure to build a relationship with your synod bishop and your Candidacy and Leadership Manager during this time. These two point people will be able to help you discern if it is best to continue to await a call in your synod, to look for a call in other synods in your region, or if you should request re-assignment.

Should re-assignment be the agreed-upon route, the Candidate must submit an updated RMP online and e-mail their updated ABC Forms along with a written request for re-assignment to [assignment@elca.org](mailto:assignment@elca.org). The Bishop of the synod assigned must also submit to [assignment@elca.org](mailto:assignment@elca.org) a written consent to release the candidate.

**Q: What do I need to do if I submitted a restriction request, but my request was denied?**

**A:** Before submitting a request for restriction, you should discuss the request with your Candidacy and Leadership Manager and already know whether the request would likely be approved or denied. When submitted your restriction request, you will also need to indicate if you would like to:

- Continue with the assignment process using the preferences you noted on the B Form.
- Remove yourself from the upcoming assignment and consider a future assignment date.

It is highly suggested to work with your Candidacy and Leadership Manager before making a final decision. Please look at the deadlines posted online and make sure to make your decision is communicated and any paperwork is submitted prior to the deadline.