

Spring 2018 Assignment Consultation: Due Dates of Required Forms

Assignment Consultation Dates: February 20-21, 2018

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 schedule below.

DEADLINE: December 1, 2017	
<p>Candidate Assignment Paperwork Form (A, B, C Forms)</p>	<p>The Candidate is to send an e-mail to assignment@elca.org with the three forms attached. Receipt of these forms is what notifies us that a candidate is seeking assignment. Candidates <u>will not</u> be considered for assignment if these forms have not been received. An automated confirmation e-mail will be sent when the e-mail is received. A personal email response will be sent once the email is opened and the form is reviewed. There may be a delay in the personal response during busy times.</p>
<p>Rostered Ministers Profile (RMP)</p>	<p>The Candidate is to submit the 16-page form electronically, as directed on the form. The submitted form will go directly to the Mobility Database System. Candidates <u>will not</u> be considered for assignment if this form has not been submitted to the database. A confirmation e-mail will be sent once your form is successfully received.</p> <p>NOTE: The RMP is a web-based form. You will need a Community Account to log-in and complete the RMP form. Please see the Assignment FAQ sheet posted on www.elca.org/Assignment (under the Resources page and then under the Forms tab) for details on creating your account.</p>
<p>Re-assignment Requests For those requesting re-assignment</p>	<p>Candidates who were previously assigned may submit a request for re-assignment a minimum of 90 days after their most recent assignment (in consultation with their bishop of assignment). The following are required to submit this request:</p> <ul style="list-style-type: none"> • The Candidate must e-mail an updated version of the Candidate Assignment Paperwork (A, B, C Forms) to assignment@elca.org. • The Candidate must submit an updated RMP online. • The Candidate must submit to assignment@elca.org a written request for re-assignment. • The Bishop of the synod of assignment must submit to assignment@elca.org a written consent to release the candidate. <p>For additional information on re-assignment, please reference the section on re-assignment on the website under the Process tab on the document "Assignment Process Guide."</p>

DEADLINE: December 22, 2017

R Form (Restriction Approvals)	The regional Candidacy & Leadership Manager is to process, complete and submit the R Form to assignment@elca.org to indicate that a restriction request has been approved by the synod bishop.
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DEADLINE: January 9, 2018

D Form	The ELCA Seminary associated with the candidate is to complete and submit Form D to assignment@elca.org .
E Form	The Candidacy Committee or Synod associated with the candidate is to submit Form E (the Approval) electronically through the candidacy portal.
Candidate Changes	If applicable, the Candidate is to submit any changes by submitting updated A, B and C Forms to assignment@elca.org . The Candidate may also submit written notice of withdrawal from assignment to assignment@elca.org by this date.

DEADLINE: January 22, 2018

Candidate Paperwork Uploaded	The Assignments Team will upload the required candidate paperwork online and will submit written notice by email to all synod bishops, regional Candidacy & Leadership managers, seminary representatives and others involved in assignment.
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February 20 - 21, 2018

Assignment Consultation	The Assignment Consultation will take place in Chicago, IL. Those assigned will be notified by their regional Candidacy & Leadership Manager and their seminary in the weeks following the assignment.
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