

## Spring 2019 Assignment Consultation: Due Dates of Required Forms

Assignment Consultation Date: Wednesday, February 27, 2019

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.

<b>DEADLINE: December 18, 2018</b>	
<p><b>Candidate Assignment Paperwork Form</b> (A, B, C Forms)</p>	<p>The <b>Candidate</b> is to send an e-mail to <a href="mailto:assignment@elca.org">assignment@elca.org</a> 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><b>Rostered Ministers Profile (RMP)</b></p>	<p>The <b>Candidate</b> 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><b>NOTE:</b> 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 <a href="http://www.elca.org/Assignment">www.elca.org/Assignment</a> (under the Resources page and then under the Forms tab) for details on creating your account.</p>
<p><b>Re-assignment Requests</b>  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"> <li>• The <b>Candidate</b> must e-mail an updated version of the Candidate Assignment Paperwork (A, B, C Forms) to <a href="mailto:assignment@elca.org">assignment@elca.org</a>.</li> <li>• The <b>Candidate</b> must submit an updated RMP online.</li> <li>• The <b>Candidate</b> must submit to <a href="mailto:assignment@elca.org">assignment@elca.org</a> a written request for re-assignment.</li> <li>• The <b>Bishop of the synod of assignment</b> must submit to <a href="mailto:assignment@elca.org">assignment@elca.org</a> a written consent to release the candidate.</li> </ul> <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: January 18, 2019**

<b>R Form</b> (Restriction Approvals)	The regional <b>Candidacy &amp; Leadership Manager</b> is to process, complete and submit the R Form to <a href="mailto:assignment@elca.org">assignment@elca.org</a> to indicate that a restriction request has been approved by the synod bishop.
<b>Initial Candidate Paperwork Uploaded</b>	The <b>Assignments Team</b> will begin uploading the required candidate paperwork online for any candidates with completed paperwork. They will submit written notice by email to all synod bishops, regional Candidacy & Leadership managers, seminary representatives and others involved in assignment. Paperwork will then be uploaded on a rolling basis until February 1.

**DEADLINE: January 25, 2019**

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

**DEADLINE: February 4, 2019**

<b>Candidate Paperwork Uploaded</b>	The <b>Assignments Team</b> will have all of the required candidate paperwork online and uploaded by this date. They 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 27, 2019**

<b>Assignment Consultation</b>	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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