

## FREQUENTLY ASKED QUESTIONS

### CANDIDATES

- Q.** What is the first step I need to take to be in the candidacy process?
- A.** Contact your local [synod office](#)
- Q.** What form do I fill out for candidacy?
- A.** You must fill out the Candidacy Application for the Evangelical Lutheran Church in America, by going here: <http://www.elca.org/Resources/Candidacy> click on the candidate tab. You must create a community account first and then you will be able to fill out the form.

***IMPORTANT: Please do not create duplicate accounts, if you do not remember if you have created an account, do not remember your username or password – click on the forgot user name or password link or [constituent.care@elca.org](mailto:constituent.care@elca.org)***

### Q. WHAT IS COMMUNITY?

- A.** Community is the location where a person can fill out an application for candidacy by clicking on the leader portal tab, where a candidate or minister can update their profile by clicking on my profile and where a Rostered Minister Profile (RMP) can be filled out or updated by clicking on leader portal tab, and selecting call process link

### CANDIDATES PREPARING FOR ASSIGNMENT

- Q.** Should I create an account?
- A.** Candidates preparing for the Assignment Process will need to log-in or create (if you do not already have one) a community account in order 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 to our system to then allow for RMP retrieval. Please do not create duplicate accounts, if you do not remember if you have created an account, do not remember your user name or password – click on the forgot user name or password link or contact [constituent.care@elca.org](mailto:constituent.care@elca.org)

### SYNODS

- Q.** How do we access the decision forms?
- A.** There are several ways to access the forms:
1. by going directly to community at <https://community.elca.org/login>
  2. or <http://www.elca.org/> has a blue box at the bottom of the webpage on the right hand side labeled “ELCA Community Login” click on that for easy access to community login.
- Once in community you must use your individual login to access candidacy forms**

### SEMINARIES

- Q.** How do we access the seminary related forms?
- A.** <http://www.elca.org/Resources/Candidacy> click on Seminaries tab and select the form you need

### CONGREGATIONS

- Q.** How do we access the congregation related forms?
- A.** <http://www.elca.org/Resources/Candidacy> click on Congregations tab and select the form you need these forms do not require a login to community.