



MINISTERS OF WORD AND SACRAMENT AND MINISTERS OF WORD AND SERVICE CANDIDACY PROCESS CHECKLIST

Preparing for Entrance

Date Completed

- Participate in discernment journey. Attend seminary and synod discernment opportunities
- Meet with discernment mentor
- Participate in discernment retreat when available through synod
- Complete Candidacy Application (via the "Community" portal), if desire is to be a part of the Deaconess Community a separate application must be completed and submitted to the community.
- Submit Entrance essay to synod office along with health assessment, and financial wellness worksheet
- Participate in Congregational Registration Process
- Background Check
- Psychological Evaluation / Career Consultation. - Arranged by synod*
Not required of persons currently rostered in the ELCA
- Read "Vision and Expectations"
- Initial interview arranged by synod**

Entrance

- Participate in Entrance Interview, if desire is to be a part of the Deaconess Community and interview with the Deaconess Community must take place - community sends a recommendation to synod
- Receive Entrance Decision
- Complete seminary admissions process
- Complete candidate plan
Candidates attending non-ELCA must affiliate w/an ELCA seminary and complete the candidate plan

Clinical Pastoral Education (CPE)

- Complete one unit of supervised clinical ministry

Endorsement

- Upon successful completion of 1/3 of academic requirements, arrange with synod candidacy committee for completion of the Endorsement Essay
- Prepare and submit Endorsement Essay
- Participate in Endorsement Panel at an ELCA seminary (*candidates attending non-ELCA seminaries identified in the candidate's accompaniment plan participate in endorsement interview with synod candidacy committee)
- Receive Endorsement decision
- Determine time line for Approval process with candidacy committee

Internship

- Complete approved ELCA internship under supervision of an ELCA seminary (candidates attending non-ELCA seminaries also complete an internship under the supervision of an ELCA seminary)

Approval and Assignment for First Call

- Complete ELCA Internship requirement.
- Complete requirements for theological education and formation
Review "Vision and Expectations"
- Prepare the Approval Essay (received from seminary or synod)
- Receive written faculty recommendation
- Participate in Approval Interview with synod candidacy committee
- Receive Approval Decision

Approval and Assignment for First Call (Continued)

- Complete Candidate Assignment Paperwork Form A, B, R (R- if restricting to a geographic location) and the candidate commentary page. E-mail the form as an attachment to assignment@elca.org _____
- Fill out the Rostered Minister Profile (RMP) submit to mobility database per instructions on form _____
- Participate in Churchwide Assignment of Candidates for First Call _____
- Word and Sacrament candidates work with Bishop of assignment regarding First Call, ordination and installation _____
- Word and Service candidates work with Bishop of assignments regarding First Call, consecration and installation _____