

Fall 2017 Assignment Consultation: Due Dates of Required Forms

Assignment Consultation Date: September 27, 2017

Candidates approved for ordination, consecration, reinstatement and candidates from other traditions must submit several forms prior to the Assignment Consultation. The Candidate Assignment Paperwork (Forms A, B, R, Commentary) 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: July 14, 2017	
<p>Candidate Assignment Paperwork Form (pages A, B, R Candidate Commentary)</p>	<p>The Candidate is to send an e-mail to assignment@elca.org with the four forms attached. 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 successfully 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 to you 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. If you go back into the form to edit it after submitting it, you must go to the 16th page and click “submit” again, or it will remain in draft form and we will not be able to access it. 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 a re-assignment request:</p> <ul style="list-style-type: none"> • The Candidate must submit a written request for re-assignment to assignment@elca.org. • The Candidate must e-mail an updated Candidate Assignment Paperwork Form to assignment@elca.org. • The Candidate must submit an updated RMP online through Community. • The Bishop of the synod assigned 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: August 4, 2017

Form R (Restriction Decisions)	The regional Candidacy & Leadership Manager of the region is to process, complete and submit Form R to assignment@elca.org to indicate that a restriction request has been approved by the synod bishop.
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DEADLINE: August 18, 2017

Form D	The ELCA Seminary associated with the candidate is to complete and submit Form D to assignment@elca.org .
Form E	The Candidacy Committee or Synod associated with the candidate is to submit Form E (the Approval) electronically through the candidacy portal.
Candidate Changes	<p>If applicable, the Candidate is to submit any changes by submitting an updated Form B to assignment@elca.org. Updated paperwork is required from those candidates whose restriction requests were denied and who wish to remain in assignment.</p> <p>The Candidate may submit written notice of withdrawal from assignment to assignment@elca.org by this date.</p>

DEADLINE: September 1, 2017

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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September 27, 2017

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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