

## Fall 2018 Assignment Consultation: Due Dates of Required Forms

Assignment Consultation Dates: September 26, 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 (Forms A, B, 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.

<b>DEADLINE: July 20, 2018</b>	
<p><b>Candidate Assignment Paperwork Form</b> (pages A, B, Candidate Commentary)</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. 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><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 to you 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 a re-assignment request:</p> <ul style="list-style-type: none"> <li>• The <b>Candidate</b> must e-mail an updated Candidate Assignment Paperwork Form 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 a written request for re-assignment to <a href="mailto:assignment@elca.org">assignment@elca.org</a>.</li> <li>• The <b>Bishop of the synod assigned</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: August 10, 2018**

<b>Form R</b> (Restriction Decisions)	The regional <b>Candidacy &amp; Leadership Manager</b> is to process, complete and submit Form R to <a href="mailto:assignment@elca.org">assignment@elca.org</a> to indicate that a restriction request has been approved by the synod bishop.
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**DEADLINE: August 20, 2018**

<b>Form D</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>Form E</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>	<p>If applicable, the <b>Candidate</b> is to submit any changes by submitting an updated Form B to <a href="mailto:assignment@elca.org">assignment@elca.org</a>. Updated paperwork is required from those candidates whose restriction requests were denied and who wish to remain in assignment.</p> <p>The <b>Candidate</b> may submit written notice of withdrawal from assignment to <a href="mailto:assignment@elca.org">assignment@elca.org</a> by this date.</p>

**DEADLINE: September 4, 2018**

<b>Candidate Paperwork Uploaded</b>	The <b>Assignments Team</b> 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 26, 2018**

<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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