

Spring 2020 Assignment Consultation: Due Dates of Required Forms

Assignment Consultation Date: Wednesday, March 4, 2020

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.

DEADLINE: December 11, 2019	
<p>Candidate Assignment Paperwork Form (A, B, C Forms)</p>	<p>The Candidate is to send an e-mail to assignment@elca.org 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>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 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. 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 this request:</p> <ul style="list-style-type: none"> • The Candidate must e-mail an updated version of the Candidate Assignment Paperwork (A, B, C Forms) to assignment@elca.org. • The Candidate must submit an updated RMP online. • The Candidate must submit to assignment@elca.org a written request for re-assignment. • The Bishop of the synod of assignment 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: January 17, 2020

Candidate Changes	If applicable, the Candidate is to submit any changes by submitting updated A, B and C Forms to assignment@elca.org . The Candidate may also submit written notice of withdrawal from assignment to assignment@elca.org by this date.
--------------------------	---

DEADLINE: January 27, 2020

D Form	The ELCA Seminary associated with the candidate is to complete and submit Form D to assignment@elca.org .
E Form	The Candidacy Committee or Synod associated with the candidate is to submit Form E (the Approval) electronically through the candidacy portal.
R Form (Restriction Approvals)	The regional Candidacy & Leadership Manager is to process, complete and submit the R Form to assignment@elca.org to indicate that a restriction request has been approved by the synod bishop.
Initial Candidate Paperwork Uploaded	The Assignments Team 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 10.

DEADLINE: February 10, 2020

Candidate Paperwork Uploaded	The Assignments Team 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.
-------------------------------------	--

March 4, 2020

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.
--------------------------------	--