

CHECKLIST FOR INITIAL CANDIDATE PLACEMENT (Commissioned Minister)

1. _____ Carry out all placement procedures outlined by the college/university.
2. _____ Acknowledge, in writing, receipt of your First Call through the Board of Assignments to:
 - _____ Placement Director at the college/university
 - _____ The entity (congregation/school/RSO) which issued the Call
 - _____ District President of the District in which the calling entity is located
3. _____ Accept the Assignment of First Call, in writing, to the entity which issued the Call and include the signed Call document. Send a copy of your acceptance letter to the District President and your university placement director.
4. _____ Following graduation, confirm “Certification” by the college/university (Bylaw 2.7.1) by working with the Placement Director.
5. _____ Apply for membership in The Lutheran Church—Missouri Synod as a Commissioned Minister by completing the Application for Membership form and forwarding it to the District President of the District in which the calling entity is located.
6. _____ Request commissioning and installation in the entity which has issued the Call by completing the Request for Ordination or Commissioning form and forwarding it to the District President of the District in which the calling entity is located.
7. _____ If the location of commissioning is other than the entity which has issued the Call, obtain written permission from the calling entity, the District President, and the congregation where the commissioning will take place.
8. _____ Communicate with the entity and District President, as needed, including copies of correspondence as appropriate.
 - a. _____ Confirm your arrival date, commissioning date, installation date, and other plans with the appropriate individuals. Check that the District President has authorized the commissioning and/or installation.
 - b. _____ Confirm your “moving” plans with the calling entity.
 - c. _____ Confirm your housing needs, if applicable.
 - d. _____ Confirm with the calling entity the starting date for your salary and health benefits.
 - e. _____ Provide the District President and the calling entity with a recent photograph and biography.
 - f. _____ Obtain a membership transfer from your home congregation to the calling congregation.