ELCA ASSIGNMENT in special circumstances

Assignment presentation for TEEM candidates and others in special circumstances
Candidacy
Entrance-Endorsement-Approval

Assignment
Candidate paperwork – bishop requested administrative assignment

Call process-Ordination/ELCA Roster
as directed by synod of assignment
Every candidate completes assignment forms and is in the assignment process to be rostered as an ELCA Minister

Every candidate completes assignment forms and is in the assignment process.
Glossary

• **Final CAP or Faculty Approval** – Interview to determine readiness for candidacy approval

• **Form D** – Recommendation form provided to the candidacy committee; written by either the seminary faculty or the CAP.

• **Assignment** - a process of the Conference of Bishops, facilitated by the Churchwide organization to assign approved candidates to one of the synods in the ELCA.
Glossary

• **Assignment Forms: Form ABC & Form RMP**
  - ABC is basic information you provide and is used by synod office and ELCA staff to process your assignment.
  - RMP is your Rostered Minister Profile and is a resume for the call committee. Synod staff and ELCA assignment staff also see your RMP.

• **Restriction** – refers to a candidate’s need to restrict geographically where they are available for call

• **Administrative Assignment** - a bishop requests assignment at a time other than spring and fall assignment consultations
Sample Ideal Timeline

- **-3 months** Approval Essay completed; Internship Evaluations Submitted to seminary and synod
- **-2 months** FINAL CAP, TRP or Faculty Approval typically in the last semester of program
- **-1 month** Faculty meet to finalize Form D and send to Synod (or form D completed by CAP)
- **Candidacy Approval Interview**
  - Candidate completes Assignment Paperwork
  - Meet with Bishop or Staff for call process

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Sample Ideal Timeline

Candidacy Approval Interview

+1 month Administrative Assignment to Synod

+ 2 month Congregational Call Process & Vote

+ 3 months Ordination
Where are the forms? Assignment Process Page

Assignment Process

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 Roster Minis...ers Profile (RMP) must be submitted in a timely fashion. The seminary, Candidate and Leadership Manager and candidacy committee/synod relating to each candidate must also submit required forms in accordance with the posted schedule.

While there are several steps that need to be taken to make sure that you are included in the upcoming assignment, this site contains several resources to help guide you along the journey.

It is recommended that you first start by reading the Assignment Process Guide. Next, it is recommended that you carefully review the Assignment Paperwork submission deadlines and download a copy of the Assignment Process Checklist. Failure to meet all requirements by the deadlines may result in postponement of your assignment to the next cycle.

Please also keep in close contact with your regional Candidate and Leadership Manager, your synod candidacy or assignment contact and your seminary representatives as you prepare for assignment. These contacts can provide invaluable guidance for you.

In this tab, you’ll find a comprehensive guide to the Assignment process and protocol within the ELCA.

www.elca.org/resources/assignment-process
Assignment Process

Candidates approved for ordination, consecration, reinstatement and candidates from other traditions must submit several forms prior to the Assignment Consultation. The Candidate Assignment Package (A, B, and C Form) as well as a Restored Minister’s Profile (RMP) must be submitted in a timely fashion. The seminary, candidacy and leadership manager and candidacy committee/warden relating to each candidate must also submit required forms in accordance with the posted schedule.

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To access the Restored Minister Profile:

Spring 2020 Assignment Package Deadlines Schedule
Fall 2020 Assignment Package Deadlines Schedule
Spring 2021 Assignment Package Deadlines Schedule
Fall 2021 Assignment Package Deadlines Schedule

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Where are the forms?

At elca.org search for assignment process

Click on resources, then select assignment process

Click on ELCA community login

Go directly to ELCA community login at community.elca.org

Assignment presentation for TEEM candidates and others in special circumstances
Accessing the RMP

ELCA community login > community home >

Assignment presentation for TEEM candidates and others in special circumstances
Accessing the RMP

ELCA community login >
community home >
Leader portal >
Mobility/call process >
My Rostered Minister Profile

Assignment presentation for TEEM candidates and others in special circumstances
For assignment purposes: Everyone at this seminar is a candidate:
Select the drop down that begins with “Candidate for..”
Select “Awaiting assignment and Call”
RMP step 8

Notice: this is asked for in the middle of RMP. When RMP is shared or printed it will become the introduction at the top of page 1.
RMP step 14

You need to know the number and letter designation of your synod. Click here in your RMP for a listing.

You will check only one box. Find the column and row to check for your synod.
Step 16
Proof read, have a friend read, save and submit!

Send a completed signature page to your synod office.

Save the email from mobility until you are assigned.
Assignment Process

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While there are several steps that need to be taken to make sure that you are included in the upcoming assignment, this site contains several resources to help guide you along the journey.

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Form ABC
Instructions - reading them will save you lots of time and headache!

Instructions for filling out this form

This is a fillable PDF form. You will need either Adobe Acrobat or Adobe Reader to complete and save this form. Adobe Reader may be downloaded for free at http://get.adobe.com/reader.

USE ONLY ADOBE READER
Please do not complete this form using other PDF readers than Adobe Reader. Please don't complete this form using Apple Preview. If you use Preview, some features such as saving your completed document may be unavailable, or responses won't be visible when they are submitted. Use Adobe Reader; this free application may be downloaded at http://get.adobe.com/reader.

USE THE MOST RECENT VERSION OF ADOBE READER
While we attempt to make forms backward compatible, for the best results, use the most recent version of Adobe Reader, available for free download at http://get.adobe.com/reader.

DO NOT COMPLETE THIS FORM FROM WITHIN A BROWSER
Form A FAQ

- Specialization can be left blank.
- Leader Key is found on your RMP.
- You can usually write in a different answer than the options from drop down box.
Form B

Assignment Cycle—select the earliest date after your approval

Additional Information—most people will leave this blank

Question 3. X the “priority is geographic” box and skip down to option C

X the box for restriction and select your synod

X the box “withdraw from assignment”

Write in reason for restriction. i.e. TEEM

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CANDIDATE COMMENTARY: FORM C

The Candidate Commentary section allows you to expand your assignment paperwork with information that reveals your passions and visions for ministry, your expertise, and your experience, especially as they relate to your first call. As candidate paperwork is read by bishops who often do not know you, please take advantage of the space provided below to share more about who you are and where you see yourself serving in this church. You are invited to be as creative as you would like to be. You may also elaborate on any of the responses above for which there was not sufficient response space.

What’s Next? You are ready to submit your paperwork!
1. Be sure to save a copy of this paperwork for yourself.
2. Please send this paperwork to assignment@elca.org as an attachment to the Assignments Team of the ELCA Churchwide Office has a record of your request for assignment. You will receive an automatic reply once your email has been received by the Assignment mailbox. You will receive a personal email from a staff person once the paperwork has been processed. You are required to submit this paperwork by the deadline posted on the Assignment Resource page of the elca.org website to be considered for assignment.
3. Please remember also to submit your Rostered Minister Profile (RMP) by the deadline. Visit https://community.elca.org/login to do so.

Signature (typed): 

assignment@elca.org • www.elca.org/assignment

Form C

Space for additional information to the bishop/staff

Save a copy of ABC form until you are called.

Send as an email attachment to assignment@elca.org by the end of the month you are approved. You can even complete the ABC before you are approved.
Technical Difficulties?

- Phone a friend
- Read the instructions
- email ELCA assignment staff
- email constituentcare@elca.org

What are your questions for this presentation?
Remember...

• This is a time of transition. Care for yourself spiritually and physically. Tend to family relationships. Stay connected to colleagues.

• Be in conversation about approval and assignment timeline with synod office well in advance anticipated call. Your synod office will work with congregation when appropriate to determine call process timeline.

• Proof read your forms.

• You got this!