

**Ministers of Religion – Commissioned
Guidelines for calling First-Call Candidates
Process Summary**

- ❖ Calling bodies submit a Candidate Request Form, <http://cusapps.cus.edu>

- ❖ Placement Directors send candidate credentials to calling bodies for consideration

- ❖ Calling bodies contact candidates of choice to inquire regarding interest and availability for interview

- ❖ Calling bodies contact Placement Director to request that their final candidate of choice be designated for a Divine Call to their congregation

- ❖ AFTER a candidate agrees to designation, calling bodies issue a Call, sending completed Call documents to their district president for review and approval.

For a more complete explanation of the First-Call process see page 2.

GUIDELINES FOR DESIGNATED CALLS

Process Detail

1. Calling bodies (e.g. congregations, Lutheran High Schools) contact the Placement Directors of the Synodical colleges and universities to indicate their personnel needs. <http://cusapps.cus.edu>
2. Placement Directors share the name(s) and a brief description of candidate(s), if any, who may meet the needs of the Calling body and send credentials if requested. **NOTE: Names of the candidates will likely to be shared with several Calling bodies at the same time.**
3. Calling bodies make initial contact (usually by telephone) with candidate(s) who appear to meet their needs to share preliminary information about their position, to give candidates an opportunity to ask preliminary questions, and to determine if the candidate is interested in further consideration. Arrangements can be made for a more formal interview. **NOTE: After review of prospective candidates, it is very helpful to the Placement Directors to inform them if a candidate from their institution will not be considered for the Call. The candidate's name and credentials may then be disseminated elsewhere. If there appears to be no activity from a Calling body on a particular candidate for approximately 30 days, we will assume the candidate is NOT being considered and will give priority to other opportunities for them.**
4. Inform the Placement Director prior to the scheduling of a formal telephone interview or an on-site interview. Calling bodies may prefer to interview on-campus, but must schedule these through the Placement Director. All interviews (telephone, on-site, compressed video transmission or on-campus) are at the expense of the Calling body. It is important that there is adequate planning and preparation prior to the interview to assure that this is done professionally. Contact the Placement Director for suggestions on appropriate interview questions. **NOTE: After any contact with the candidate, it is very important that both candidates and Calling bodies are clear about the next steps in the process.**
5. When Calling bodies reach the point of "**designation**", meaning that they are ready to extend a Call to a specific candidate, they must make certain through contact with the Placement Director that the candidate is available and willing to be designated to consider their Call. The Placement Director will counsel the candidate to determine that there is nothing apparent at that point to prevent due consideration of the Call when they receive it - it is not an official decision on the Call. That happens after the Call documents are in the hands of the candidate and they have formally (i.e., in writing) indicated a decision on the Call. Calls are not recommended to the Board of Assignments for ratification without that contact and the permission of the Placement Director to continue the designation process.

NOTE: Designation of a candidate means that the Placement Director has assigned that candidate to that particular Calling body for consideration of their Call. Further search for a position for the candidate stops and notification is given to all other Calling bodies that might be considering the candidate that they are no longer available. For the Calling body, designation of a candidate to them means that any further search for candidates has ended until the candidate reaches a decision on the Call.

CALL DOCUMENTS FOR CANDIDATES PLACED FOR THE FIRST TIME, INCLUDING COLLOQUY, MUST BE SENT TO THE PRESIDENT OF THE RESPECTIVE DISTRICT 'NOT' THE CANDIDATE. (Diploma of Vocation documents are available through Concordia Publishing House.) The district office will send the Call documents directly to the student's Placement Director. Placement Directors will send them on to the student and reports the Call activity to the Board of Higher Education. **NOTE:** Before Call documents are sent through, please verify that the candidate's name is properly indicated and that all signatures are complete. It is helpful to inform the Placement Director when the documents have been sent.

The Call process is complete when the candidate is Installed and Commissioned upon approval of the respective District President. The Calling Body is responsible for contacting the District to complete the process.