



**LCMS Placement Office
Records Release Authorization**

To: LCMS Placement Candidates

The Lutheran Church—Missouri Synod (LCMS) requires that all first calls take place through the Board of Assignments, and as such, information pertaining to your call must be released to the Board. There also is a continuing need on the part of the LCMS as well as Concordia University to utilize certain call document information for analysis purposes. All information disclosed to the CUS is secure, and all identifying features are removed when statistical analysis is performed.

In addition, information from the LCMS Placement Office is commonly sent to congregations, schools, agencies, or other calling bodies of the LCMS (by mail or email), at the request of the student or at the request of the Calling body. Such information is given out only prior to the student’s initial call and acceptance into the Teaching, Parish Music, Director of Christian Education (DCE) or Director of Christian Outreach (DCO) ministry of the LCMS. Credentials will be sent only for candidates who have provided the LCMS Placement Office with written consent to release such information, and who have received approval from the appropriate program coordinator (approval will be obtained by the placement director).

A set of candidate credentials will include the following:

1. LCMS Placement Application.
2. Philosophy of ministry/philosophy of Lutheran education (1-2 pages).
3. Three letters of recommendation.
4. Evaluation reports from internship or student teaching.
5. Other material that you request to be included in your set of credentials, with the approval of the Placement Director (must be listed and approved below prior to inclusion in the credential file).

I hereby authorize the LCMS Placement Office of Concordia University, Saint Paul, to release to the LCMS call document information relative to my initial assignment in the Teaching, DCE, DCO, or Parish Music ministry of the LCMS for approval and analytical purposes.

I also authorize the LCMS Placement Office of Concordia University, Saint Paul, to release all information in my credential file, as defined by the list above #1-4, to any legitimate calling body of the LCMS and which requests candidate information for employment (“call”) purposes. I understand that this release is valid only prior to my initial placement and acceptance of a position in the Teaching, DCE, DCO, or Parish Music ministry of the LCMS. I understand that after I receive my initial call, a copy of my credentials and call documents will continue to be kept on file in the LCMS Placement Office at Concordia University, Saint Paul, but will not be released to anyone outside the University without my subsequent written permission.

In addition to the documents #1-4 above, I request that the document(s) listed below be sent to calling entities (*optional, must be initialed by the placement director to be approved*). I understand that transcripts may not be included here and that if a calling entity requests transcripts, I am responsible for obtaining them from the CSP Registrar and for paying any associated fees which they incur.

Document Title:	Placement Director:	Approve	Not Approve

Candidate’s Printed Name

Candidate’s Signature

Date