

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

- Calling entities submits a Candidate Request Form:

http://cusapps.cus.edu/PlacementEntry_Home.aspx

- Placement Directors send candidate credentials to calling entities for consideration
- Calling entities contact candidates of choice to inquire regarding interest and availability for interview
- Calling entities 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 entity issues a Call, sending completed Call documents to their district president for review and approval.
- District President sends the signed Call document to the appropriate Placement Director

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

GUIDELINES FOR DESIGNATED CALLS

1. Calling entities (e.g. congregations, Lutheran High Schools, etc.) contact the Placement Directors of the Synodical colleges and universities to indicate their personnel needs.

http://cusapps.cus.edu/PlacementEntry_Home.aspx

2. Placement Directors share the name(s) and a brief description of candidate(s), if any, who may meet the needs of the Calling entity and send credentials if requested. **NOTE:** Names of the candidates will likely be shared with several Calling entities at the same time.
3. Calling entities 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.
4. Inform the Placement Director prior to the scheduling of a formal telephone interview or an on-site interview. Emailing them is fine. Calling entities 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 entity. 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 the candidate and Calling entity are clear about the next steps in the process.
5. When Calling entities 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 consider accepting designation. 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. Accepting designation is not an official decision on accepting 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 (candidate accepts designation) means that the Placement Director has assigned that candidate to that particular Calling entity for consideration of their Call. Further search for a position for the candidate stops and notification is given to all other Calling entities that might be considering the candidate that the candidate is no longer available. For the Calling entity, 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 CANDIDATES, MUST BE SENT TO THE PRESIDENT OF THE RESPECTIVE DISTRICT NOT THE CANDIDATE. (The call document software is available through your District Office.) **NOTE:** Before Call documents are sent to the District President, 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. Once the District President has signed the Call documents, he will send them directly to the student's Placement Director. Placement Directors will send them on to the student and report the Call activity to the Concordia University System.

GUIDELINES FOR DESIGNATED CALLS

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

Approved 2-17