

ASSIGNMENT FREQUENTLY ASKED QUESTIONS

(Updated 8/13/14)

Q: What forms do I need to complete as a candidate preparing for the Assignment Process?

A: Candidate Assignment Paperwork Form (A,B,R,Commentary) and the Rostered Leader Profile (RLP). The Candidate Assignment Paperwork form is located on the website at www.elca.org/resources/assignment-process under the Forms tab. It is to be completed and sent as an attachment to an email to assignment@elca.org. The RLP can be retrieved from the same location and needs to be completed and submitted to the Mobility Database System.

Q: Who should create an ELCA Community account?

A: Candidates preparing for the Assignment Process will need to create a Community account in order to access the Rostered Leader Profile (RLP) form. Once an account has been created it will take 24-48 hours for that account to be linked to our system to then allow for an RLP retrieval.

A: Assigned candidates who are still awaiting a call that had previously completed an RLP will need to create an account in order to retrieve the RLP on file.

***Create an account at <https://community.elca.org/login>. Click on New User Registration link.**

STOP!! Do not create a duplicate account!

It is important that duplicate accounts are not created for the same person.

Q: How do you know if you might have a Community account already?

A: ROSTERED LEADER: You have an account in the system! Either you created one or one has been created for you (per the letter you received from the Churchwide Office).

A: CANDIDATES: Most candidates at this point in the new rollout will not have an account yet. Some exceptions may be...if you registered to attend the last Churchwide Assembly, you would have an account. Or if you have ever donated money through the Churchwide Office, you would have an account already.

A: NEW CANDIDATES: Any new candidate that will complete an Application for Entrance into Candidacy in the new system that went live June 30th would have had to create a Community account in order to retrieve and complete the application.

***Still not sure if you have an account?**

- Go to the Community log-in page: <https://community.elca.org/login>.

- Click on the Forgot Password link. - Once you enter the email address you think you would have used and hit submit an immediate "email address not on file" message will appear. Or a "password reset email" message will appear and you can then check for that email in your inbox."

Who to contact?

Assignment Process

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Candidacy Process

Sandra Mejia-Vega – Associate Program Director for Candidacy

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Call Process/Mobility

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Issues with a Community Account

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