

FREQUENTLY ASKED QUESTIONS (FAQ's)

- Q. What is an ELCA Community account?
- A. With a login at <http://community.elca.org>, a candidate for rostered ministry can fill out an application for entrance to candidacy; a Rostered Leader can update their information and fill out a Rostered Leader Profile; and a synod staff person can access candidacy and call process resources and applications.

IMPORTANT: Please do not create duplicate accounts, if you do not remember if you have created an account, do not remember your username or password – click on the “forgot user name or password” link or contact Constituent Care at 800-638-3522 or constituent.care@elca.org.

CANDIDATES

- Q. What is the first step I need to take to be in the candidacy process?
- A. Contact your local synod office.
- Q. What form do I fill out to begin the candidacy process?
- A. As a new candidate you must create an ELCA community account first and then you will be able to fill out the candidacy application form and submit it electronically. To submit the Application for Entrance to Candidacy in the Evangelical Lutheran Church in America, log in to your <https://community.elca.org/login> account, select leader portal, candidacy process, and click on the application. You may work on your application and save to submit later. When your application is complete, press “Submit Application.” Please remember to print and sign and mail to your synod office. Print a copy for your records and bring it to your Entrance Interview.

CANDIDATES PREPARING FOR ASSIGNMENT

- Q. Should I create an 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 RLP retrieval.

SYNODS

- Q. How does synod staff for candidacy access the decision forms?
- A. There are several ways to access the forms:
1. <http://www.elca.org/Resources/Candidacy> click on Synods tab and select the form;
 2. by going directly to community at <https://community.elca.org/login>
 3. or <http://www.elca.org/> has an “ELCA Community Login” link at the bottom of the webpage on the right hand side

Use the **synod group login** to access the candidacy decision forms.

SEMINARIES

Q. How do we access the seminary related forms?

A. <http://www.elca.org/Resources/Candidacy> click on Seminaries tab and select the form you need

CONGREGATIONS

Q. How do congregations access the candidacy related forms?

A. <http://www.elca.org/Resources/Candidacy> click on Congregations tab and select the form you need