

## Fall 2017 Assignment Consultation: Due Dates of Required Forms

Assignment Consultation Date: September 27, 2017

Candidates approved for ordination, consecration, commissioning, reinstatement and candidates from other traditions must submit several forms prior to the Assignment Consultation. The Candidate Assignment Paperwork (Forms A, B, R, Commentary) as well as a Rostered Ministers Profile (RMP) must be submitted in a timely fashion. The seminary, Candidacy and Leadership Manager and candidacy committee/synod relating to each candidate must also submit required forms in accordance with the schedule below.

<b>DEADLINE: July 14, 2017</b>	
<p><b>Candidate Assignment Paperwork Form</b> (pages A, B, R, Candidate Commentary)</p>	<p>The <b>Candidate</b> is to send an e-mail to <a href="mailto:assignment@elca.org">assignment@elca.org</a> with the 4 forms attached. Candidates <u>will not</u> be considered for assignment if this form has not been received. An automated confirmation e-mail will be sent when the e-mail is successfully received. A personal email response will be sent once the email is opened and the form is reviewed.</p>
<p><b>Rostered Ministers Profile (RMP)</b></p>	<p>The <b>Candidate</b> is to submit the 16-page form electronically, as directed on the form. The submitted form will go directly to the Mobility Database System. Candidates <u>will not</u> be considered for assignment if this form has not been submitted to the database. A confirmation e-mail will be sent to you once your form is successfully received.</p> <p><b>NOTE:</b> The RMP is a web-based form. You will need a Community Account to log-in and complete the RMP form. Please see the Assignment FAQ sheet posted on <a href="http://www.elca.org/Assignment">www.elca.org/Assignment</a> (under the Resources page and then under the Forms tab) for details on creating your account.</p>
<p><b>Re-assignment Requests</b>  For those requesting re-assignment</p>	<p>Candidates who were previously assigned may submit a request for re-assignment a minimum of 90 days after their most recent assignment. The following are required to submit a re-assignment request:</p> <ul style="list-style-type: none"> <li>• The <b>Candidate</b> must e-mail an updated Candidate Assignment Paperwork Form to <a href="mailto:assignment@elca.org">assignment@elca.org</a>.</li> <li>• The <b>Candidate</b> must submit an updated RMP online.</li> <li>• The <b>Candidate</b> must submit a written request for re-assignment to <a href="mailto:assignment@elca.org">assignment@elca.org</a>.</li> <li>• The <b>Bishop of the synod assigned</b> must submit to <a href="mailto:assignment@elca.org">assignment@elca.org</a> a written consent to release the candidate.</li> </ul> <p>For additional information on re-assignment, please reference the section on re-assignment on the website under the Process tab on the document "Assignment Process Guide."</p>

**DEADLINE: August 4, 2017**

<b>Form R</b> (Restriction Decisions)	The <b>Regional Candidacy Leader</b> is to process, complete and submit Form R to <a href="mailto:assignment@elca.org">assignment@elca.org</a> to indicate whether a restriction request has been approved or denied by the synod bishop.
--	---

**DEADLINE: August 18, 2017**

<b>Form D</b>	The <b>ELCA Seminary</b> associated with the candidate is to complete and submit Form D to <a href="mailto:assignment@elca.org">assignment@elca.org</a> .
<b>Form E</b>	The <b>Candidacy Committee or Synod</b> associated with the candidate is to submit Form E (the Approval) electronically through the candidacy portal.
<b>Candidate Changes</b>	<p>If applicable, the <b>Candidate</b> is to submit any changes by submitting an updated Form B to <a href="mailto:assignment@elca.org">assignment@elca.org</a>. Updated paperwork is required from those candidates whose restriction requests were denied and who wish to remain in assignment.</p> <p>The <b>Candidate</b> may submit written notice of withdrawal from assignment to <a href="mailto:assignment@elca.org">assignment@elca.org</a> by this date.</p> <p><b>NOTE:</b> If a candidate's restriction request is denied and an updated Form B and a request to stay in assignment are not submitted, it will be assumed the candidate wants to withdraw from assignment.</p>

**DEADLINE: September 1, 2017**

<b>Candidate Paperwork Uploaded</b>	The <b>Program Director for Assignments and Candidacy</b> will upload the required candidate paperwork online and will submit written notice by email to all synod bishops, Regional Candidacy Leaders, seminary representatives and others involved in assignment.
-------------------------------------	---

**September 27, 2017**

<b>Assignment Consultation</b>	The Assignment Consultation will take place in Chicago, IL. Those assigned will be notified by their Regional Candidacy Leader and their seminary in the weeks following the assignment.
--------------------------------	--