



## MINISTERS OF WORD AND SACRAMENT AND MINISTERS OF WORD AND SERVICE CANDIDACY PROCESS CHECKLIST

### Preparing for Entrance

### Date Completed

- ☐ Participate in discernment journey. Attend seminary and synod discernment opportunities
- ☐ Meet with discernment mentor
- ☐ Participate in discernment retreat when available through synod
- ☐ Complete Candidacy Application (via the "Community" portal), if desire is to be a part of the Deaconess Community a separate application must be completed and submitted to the community.
- ☐ Submit Entrance essay to synod office along with health assessment, and financial wellness worksheet
- ☐ Participate in Congregational Registration Process
- ☐ Background Check
- ☐ Psychological Evaluation / Career Consultation. - Arranged by synod\*  
*Not required of persons currently rostered in the ELCA*
- ☐ Initial interview arranged by synod\*

### Entrance

- ☐ Participate in Entrance Interview, if desire is to be a part of the Deaconess Community and interview with the Deaconess Community must take place - community sends a recommendation to synod
- ☐ Receive Entrance Decision
- ☐ Complete seminary admissions process
- ☐ Complete candidate plan  
*Candidates attending non-ELCA must affiliate w/an ELCA seminary and complete the candidate plan*

### Clinical Pastoral Education (CPE)

- ☐ Complete one unit of supervised clinical ministry

### Endorsement

- ☐ Upon successful completion of 1/3 of academic requirements, arrange with synod candidacy committee for completion of the Endorsement Essay
- ☐ Prepare and submit Endorsement Essay
- ☐ Participate in Endorsement Panel at an ELCA seminary (\*candidates attending non-ELCA seminaries identified in the candidate's accompaniment plan participate in endorsement interview with synod candidacy committee)
- ☐ Receive Endorsement decision
- ☐ Determine time line for Approval process with candidacy committee

### Internship

- ☐ Complete approved ELCA internship under supervision of an ELCA seminary  
(candidates attending non-ELCA seminaries also complete an internship under the supervision of an ELCA seminary)

### Approval and Assignment for First Call

- ☐ Complete ELCA Internship requirement.
- ☐ Complete requirements for theological education and formation
- ☐ Prepare the Approval Essay (received from seminary or synod)
- ☐ Receive written faculty recommendation
- ☐ Participate in Approval Interview with synod candidacy committee
- ☐ Receive Approval Decision

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**Approval and Assignment for First Call (Continued)**

- ☐ Complete Candidate Assignment Paperwork Form A, B, R (R- if restricting to a geographic location) and the candidate commentary page. E-mail the form as an attachment to [assignment@elca.org](mailto:assignment@elca.org) \_\_\_\_\_
- ☐ Fill out the Rostered Minister Profile (RMP) submit to mobility database per instructions on form \_\_\_\_\_
- ☐ Participate in Churchwide Assignment of Candidates for First Call \_\_\_\_\_
- ☐ Word and Sacrament candidates work with Bishop of assignment regarding First Call, ordination and installation \_\_\_\_\_
- ☐ Word and Service candidates work with Bishop of assignments regarding First Call, consecration and installation \_\_\_\_\_