



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

Date Completed

Preparing for Entrance

- 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.
- Evidence of active membership in an ELCA congregation for a minimum of one year, during which an applicant has demonstrated appropriate leadership (usually part of the Congregational Registration form)
- Background Check
- Psychological Evaluation / Career Consultation. - Arranged by synod*
In the case of any applicant who has been off the roster or without call for more than five years, the candidacy committee will require the applicant to participate in a psychological evaluation. The expense of this evaluation is the responsibility of the applicant
- 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)

First Call and Approval (Continued)

- Complete ELCA Internship requirement.
- Complete requirements for theological education and formation
- Complete Rostered Ministry Profile (RMP) and a First Call Form, Part 1
- Seminaries send Form D to the home synod.
- Prepare the Approval Essay and participate in pre-approval interview
- Receive written faculty recommendation (form D)
- Receive Approval Decision (form E)
- 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