



REINSTATEMENT TO ROSTERED STATUS CANDIDACY PROCESS CHECKLIST

Reinstatement to ELCA rosters begins with and is the responsibility of the candidacy committee of the synod (or successor synod) where the applicant was last rostered. The process may be transferred to another synod once the secretary of the ELCA and the synods involved provide consent to the transfer. A transfer of candidacy that includes reinstatement requires the consent of both candidacy committees and both bishops.

Persons on any lay roster prior to September 1, 1993 must apply for reinstatement via procedures identified in churchwide bylaw 7.31.05 for Word and Sacrament ministers or 7.61.06 for Word and Service ministers.

Prior removal from the roster due to disciplinary issues requires that 5 years elapse before reinstatement consideration. Prior resignation due to inappropriate conduct or misjudgment requires review by the bishop to assure that corrective action has been taken. The passage of five years without call does not guarantee reconsideration.

Steps

Date Completed

1. Application for Reinstatement to the Roster of the ELCA submitted to synod office and a copy sent to the Christian Community and Leadership home area. A Candidacy Application, and a Rostered Minister Profile must be submitted on-line.

2. Bishop notifies the Office of the Secretary and requests pertinent information.

3. Once approval is received from Office of the Secretary a transfer (if needed) may occur at this point, with written concurrence of both chairs of candidacy committees and both synod bishops.

4. Bishop meets with candidate to determine acceptability of request for reinstatement.

5. In the case of past inappropriate conduct or allegations of misconduct the Bishop should refer to section 1.9.2#5 of the candidacy manual.

6. Bishop forwards request to Candidacy Committee or the Bishop may decline the reinstatement of the candidate.

7. Candidacy committee will receive and review the Congregational Registration Form.

8. Candidacy Committee reviews all material and recommendations.

9. Upon invitation of Candidacy Committee, applicant submits Approval Essay.

+ If more than five years without call or off roster, candidate undertakes Psychological/Career Assessment at own expense.

10. Candidacy Committee interviews applicant to determine decision. Grant approval for reinstatement upon receipt and acceptance of a letter of call, postpone approval with specific recommendations for remedial or development work before further consideration for reinstatement, or deny approval for reinstatement. Denial Decision is final.

+ Candidacy Committee may request the Domestic Mission Unit to convene a theological review panel to determine applicant's theological readiness.

+ If prior roster removal involved disciplinary situation, approval to reinstate must be authorized by a two-thirds majority vote of the Synod Executive Council. Decision is final.

11. Upon approval, candidate will complete the normal First Call paperwork and participate in the First Call process.

+ An approved candidate is eligible for call for a period of one year after approval by the synod. The process for renewal of approval is the same as for other candidates for rostered ministry.

Upon receipt and acceptance of a properly issued and duly attested letter of call, the candidate is reinstated to the appropriate roster.