

Quick Reference Guide for the Call Document for Commissioned Ministers

The Call Document for Commissioned Ministers contains the following items:

1. Diploma of Vocation (page 1)
2. Supplement to the Diploma of Vocation (page 2)
3. Compensation Information (pages 3-5)
4. Information Regarding the Call (page 7)
5. Calling Entity and Community Information (pages 8-9)
6. Official Placement Notice (page 10)
7. Notice to the President of the District to Which You are Going (page 11)
8. Notice to the Director of Placement (page 12)
9. Notice to the President of the District Which You are Leaving (page 13)
10. Notice to the LCMS Department of Rosters and Statistics (page 14)

The Call Document for Commissioned Ministers should be used by calling entities which are extending a call to:

1. An educator who is currently serving in the field.
2. A candidate (graduate) through the Board of Assignments.

When Calling An Educator From the Field

1. Review the Rubrics Governing Call and Placement Procedures for Ministers of Religion—Commissioned.
2. Complete the Call Document for Commissioned Ministers. Use additional pages as necessary to provide more information. If available, attach a detailed job description.
3. Sign the Call Document for Commissioned Ministers on pages 1 and 6.
4. Make the necessary number of copies of the call document:
 - a. Educator called (2).
 - b. Calling entity's records (1).
 - c. District President/District Education Executive (1).
5. Send the educator the Call Document for Commissioned Ministers (pages 1-9, 11, 13-14) as soon as possible.
6. Send your District President/District Education Executive a copy of the call document.

When Calling An Educator Through the Board of Assignments

1. Review the Rubrics Governing Call and Placement Procedures for Ministers of Religion—Commissioned.
2. Complete the Call Document for Commissioned Ministers. Use additional pages as necessary to provide more information. If available, attach a detailed job description.
3. Sign the Call Document for Commissioned Ministers on pages 1 and 6.
4. Make a copy of the Call Document for Commissioned Ministers for your records.
5. Send the Call Document for Commissioned Ministers (pages 1-12, 14) to your District President. After reviewing and signing the documents, he will forward them to the Director of Placement of the college/university where the candidate is graduating.