

II. The DCE Call Process

A. *Calling DCE's Through Placement (New Graduates):*

1. **Declare Vacancy:** Officially declare that a vacancy exists due to resignation or retirement; or the creation of a new position.
(CONGREGATION)
2. **Define Position:** Carefully define the position to be filled. Specify ministry qualifications, define ministry responsibilities, and decide what salary and benefits the congregation will offer. (CONGREGATION)
3. **Formally Choose Placement:** Responding to the recommendation of its Board of Christian Education, formally decide to request a new DCE candidate through placement. (CONGREGATION)
4. **Communicate with District:** Inform the District Office of the open position and of the congregation's plan to fill it through placement.
(CONGREGATION)
5. **Candidate Request Form:** Submit a Candidate Request Form, <http://cus.lcms.org/ComMinPlaFeed/> indicating what Universities to receive candidate information from as well as the congregational needs and compensation defined as part of #b above. (See Appendix B for a list of University Placement Directors) (CONGREGATION)
6. **COLLEGE PLACEMENT DIRECTOR:** The names and a brief description of candidates who may meet the needs of the calling body are shared.
NOTE: Names of candidates may be shared with several calling bodies at the same time because they may have a number of candidates being considered.
7. **Candidate Evaluation:** Evaluate the credentials of the candidates suggested and select the one who seems to meet congregational needs best. Calling bodies make contact (usually by phone) with candidates who appear to meet their needs to share preliminary information about their position, to give candidates an opportunity to ask preliminary questions, and to determine if the candidate is interested in further consideration.

Arrangements may be made for a more formal interview. (CALL COMMITTEE)

8. Interviews: Interviews, usually conducted by phone, may be scheduled. Calling bodies that prefer to do this at their location may do so at their expense. However, candidates still in school normally should not miss classes. Weekends or evenings should be used for this. It is important that there is adequate planning and preparation prior to the interview to assure that this is done professionally. NOTE: After any contact with the candidates, it is very important that both candidates and calling bodies are clear about the next steps in the process including also some indication about length of time in the process. (CONGREGATION)

9. Designate Candidate: When calling bodies reach the point of "designation," meaning that they are ready to extend a call to a specific candidate, they must make certain the candidate is "open to that designation." This means that there is nothing apparent at that point to prevent the candidate from accepting the call when he or she receives it. This is not an official decision on the call. That happens when the call documents are in the hands of the candidate. Calling bodies must also make contact with the Director of Placement and indicate that they wish to designate a candidate. During that time the name of the candidate will not be shared with other calling bodies (though congregations may previously have been given the candidates name prior to designation). NOTE: "Designation" means that the Director of Placement stops any further search for a position for the candidate, and the calling body stops any further search for candidates. In the spring of the year there may be a lengthy delay between the time that the calling body sends through call documents and the candidate receives them, a delay normally until late April when the Council of Presidents meets to approve the placement of candidates. After that time and until the end of December, the delay period is usually approximately two weeks. (CONGREGATION)

10. Call Acceptance or Declination: Placement candidates designated by a congregation he/she has one week to accept or decline that designation. This is communicated to the college placement director. (CANDIDATE)
11. Call Documents: Prepare an official call document with all appropriate' blanks completed including the name of the candidate. Write an accompanying letter requesting that the placement committee of the Council of Presidents (Board of Assignments) designate the call to the selected candidate. (CONGREGATION)
12. Mail Call Documents: Mail the call document to the **District Office** for processing. NOTE: NEVER SEND THE CALL DOCUMENT TO THE DESIGNATED CANDIDATE. (CONGREGATION)
13. DISTRICT EDUCATION OFFICE: Approve call documents and send them on to the Placement Director.
14. BOARD OF ASSIGNMENTS - COUNCIL OF PRESIDENTS: Once the placement director receives the call document from the district president, the placement director will forward the necessary information regarding the call to the Board for University Education, which will process that information for presentation to the Council of Presidents, serving as the Board of Assignments, for ratification.
15. CANDIDATE: Prayerfully consider the call. If accepted, notify the calling congregation of his or her acceptance.
16. CANDIDATE: Fill out the various forms in the call packet and forward the appropriate one to each of the following:
 - a) The President of the district to which he or she is going
 - b) Department of Rosters and Statistics
 - c) The Director of Placement of your Concordia
17. COLLEGE DIRECTOR OF PLACEMENT: Notifies the respective District President of approval for installation when he or she receives a copy of the letter of acceptance from the candidate.
18. Installation: Upon receipt of notification of acceptance, communicate with the candidate to set a date for installation.

a) THE CONGREGATION MUST REQUEST OFFICIAL PERMISSION OF THE DISTRICT PRESIDENT FOR INSTALLATION OF ANY CALLED WORKER. THIS MAY BE DONE IN PERSON, BY LETTER, OR BY TELEPHONE. (CONGREGATION)

b) Congregations which have called new DCEs are asked, upon approval of the District President, to use a service of commissioning and installation to install the new worker. (It seems reasonable that a Minister of Religion: Commissioned ought at some time to be commissioned.) Services for DCE and other Commissioned Minister Commissionings and/or Installations can be found in *The Lutheran Service Book Agenda*, which is available from Concordia Publishing House.

c) DESIGNATED REPRESENTATIVE OF THE DISTRICT PRESIDENT (Congregation's Pastor): Install the called worker into his or her new position in ministry.

19. Issues to note:

(1) *Commissionings for DCE graduates should not occur until the DCE has been submitted for placement at the Council of Presidents by his/her graduating University.*