

Appendix H

Checklist for Securing Personnel

(This really can be an easy process!)

CALLING FIRST-PLACEMENT CANDIDATES

- ___ Formulate position or job description
- ___ Inform and seek advice from placement directors
- ___ Prepare call document (Fill out all the pages and identify candidate and school)
- ___ Send call documents to the district president (District president forwards to School Ministries office)
- ___ School Ministries sends call to placement director
- ___ Placement director delivers call documents to candidate (if candidate is not eligible or available, call is returned)
- ___ Assignment is made and approved by the Board of Assignments
- ___ Calling body and district notified by placement office
- ___ Candidate informs calling body and district president of acceptance of call (via pages in call documents)

WHEN FIRST-PLACEMENT CANDIDATE ACCEPTS CALL:

- ___ Candidate informs calling body, placement office and district president of decision
- ___ Candidate applies for synodical membership
- ___ Candidate, in consultation with congregation, seeks authorization for commissioning and installation (to district president)
- ___ If commissioning is other than the congregation of the call, obtain permission of the calling congregation, the district president and host pastor and host congregation
- ___ Confirm arrival date, installation date, relocation plans, etc.
- ___ Obtain transfer of communicant membership to your calling congregation
- ___ Candidate notifies district office (School Ministries) via pages included with call documents
- ___ District president authorizes commissioning and installation
- ___ Candidate is commissioned and installed into public ministry
- ___ Candidate is placed on roster via district action

CALLING CANDIDATES ALREADY IN MINISTRY

- ___ Formulate position or job description
- ___ Inform and seek advice from district officials (All rostered personnel are engaged by Call rather than by contract)
- ___ Prepare call documents
- ___ Send call directly to person
- ___ Inform district when candidate accepts call

- ___ Request authorization to install from your district president
- ___ Install called person (commissioning occurs only at the beginning of a person's service in the church)
- ___ Inform district office (School Ministries)

CALLING CANDIDATES WHO HAVE JUST COMPLETED COLLOQUY

- ___ Prepare call document (Fill out all the pages and identify candidate and school)
- ___ Send call documents to the district president (District president forwards to School Ministries office)
- ___ School Ministries sends call to placement director
- ___ Placement director delivers call documents to candidate (if candidate is not eligible or available, call is returned)
- ___ Assignment is made and approved by the Board of Assignments
- ___ Calling body and district notified by placement office
- ___ Candidate informs calling body and district president of acceptance of call (via pages in call documents)

ENGAGING A LAY TEACHER

- ___ Prepare offer to engage
- ___ Send offer to engage to the person
- ___ Induct person into office (optional)
- ___ Inform district office (School Ministries)

NOTE: If an educator wants to know if he/she is on the roster, check the *Lutheran Annual*. If they are not listed or if the information is incorrect, contact School Ministries at the District Office at 949-854-3232.