



## CALL DOCUMENT PROCEDURE FOR A CHURCH WORKER FROM THE FIELD

Instructions for the Calling body (Church or School) on how to fill out a Call Document for a Church Worker (Commissioned Minister) from the field.

This document is to be completed by the Calling body **NOT** by the Church Worker.

Download the Call Document, saving the document on your desktop. Once the Call Document has been completed save the document under the name of the Church Worker.

**Contact the CNH District - Office of Education for the link and login information.**

Select the format of the Call Document for Commissioned Ministers that fits your computer operating system.

**Commissioned – Call Document (v 4.9.3) – Macintosh**  
**Commissioned – Call Document (v 4.9.3) – Windows**

The information below will help you with the Call Document efficiently and effectively that will fulfill the requirement from Synod and time saving.

1. Please use the computer to complete the document.
  - a. On the first page, the Diploma of Vocation, the line stated “have elected you as”, the first part of the title must contain one of the following Commissioned Minister Rostered positions: **Teacher, DCE, DCO, DPM, Deaconess, or Family Minister** (i.e. DCE – Minister of Education). These are the only authorized titles by Synod. Using a different title will delay the Installation Form.
2. After the document has been completed. Print the document as following: First page must be printed on parchment paper and in **color**. The rest of the document is printed on regular paper.
  - a. Pages that need signatures by the Calling Body (s) are:
    - Page 1: Diploma of Vocation (if calling a DCE or Deaconess the pastor **must** be one of the signers); and
    - Page 6: Middle section
3. Mail the original document to the Church Worker and a copy of the Call Documents to the CNH District. **Please note the whole document has 14 pages. Please check all pages before mailing.** Make sure to keep a copy of the entire Call Document for your files.

CNH District-LCMS  
Attn: Office of Education  
2772 Constitution Drive,  
Livermore, CA 94551

**Important reminder from the Call body to the Church Worker**

Send two pages of Page 6. One copy of page 6 is for the Church Worker and the other copy is to be signed by the Church Worker and mailed to the Calling body.

Please make note to the Church Worker to complete page 11, 13 and 14, and send it to the proper entities. Page 13 is for the Church Worker's former District to release the Church Worker from the former District. To prepare the Installation form, the CNH District must receive page 11 from the Church Worker and a transfer form from the Church Worker's former District.

4. After the required paperwork has been received the CNH District President will mail the congregation the Approval for Installation form. Please advise the CNH District the date of installation.

Please contact [Shelly Alba](#) at the District Office 925.245.4000, should you have any questions.