

# Searching Commissioned Minister Information Forms (CMIFs)

The CNH District office can provide you with names of candidates for your Commissioned Minister position. You may search the CMIF database independently, as well. Once granted access by the District Office, you may search for the CMIFs of individuals whose information matches criteria of your open position.

To access the CMIF database, start at: <http://luthed.org>

Step 1: Hover the mouse above the tab at the top of the page labeled “CWU & CMIF.” From the dropdown menu that appears, select “Commissioned Minister Information Form (CMIF) Search.”

Step 2: The CNH District office needs to grant access before you may search for CMIFs. If you have not yet done so, contact [Joel Wahlers](#) or [Silas Perez](#) for access. Use the username and password provided for you to sign in. *Your CMIF searching abilities will expire automatically after 60 days. Contact Joel or Silas to have search rights extended for an additional 60 days.* These CMIFs are available for download. They are to be treated confidentially, used only by the relevant people involved in your Call process. CMIF files are to be deleted/destroyed once your Call process is complete (although you may retain the CMIF of the person who accepts your Call).

Step 3: **The main search qualifiers are:**

- Roster Classification and Status – You’ll likely be looking for Commissioned-Teacher classification. There are other relevant categories that add letters to Teacher, such as DCE (trained as both a teacher and Director of Christian Education), DCO (Director of Christian Outreach), DPM (Director of Parish Music). These combinations are not common, but if you include them in your search, it broadens the field just a bit more.
- LCMS District – This is where you may select which Districts people are currently serving in you are willing to consider. The broadest results are found when you search all Districts, but if you want to be more selective, such as only Districts on the western half of the United States, you have such options.
- State / Province – As with District, you can restrict your search results based upon worker’s current state of residence.
- Updated Since – This is very helpful. This limits searches by how recently the worker has updated their professional information. Workers who have updated their info within the last year are more likely to be interested in speaking with you than someone who hasn’t touched their data in a couple of years or more.
- Availability for a Call – This one is highly significant. Workers choose **No Interest** when they have clear reasons they believe they should stay right where they are. You may still contact them, but are likely to experience rejection. **Would Consider** is a very common designation, when workers have no reason they couldn’t consider a new ministry opportunity, and are open to the Lord’s leading through a Call process. **Seeking** is chosen when a worker believes the time is ripe for a change. This doesn’t mean they need to make a change, simply that they have felt the Lord’s nudging to seek a new ministry opportunity. This can happen after having been somewhere for multiple years and believing they have accomplished what the Lord intended, for example. This also happens when they are feeling interest in serving differently than their current ministry needs or has opportunity. Finally, **Unknown** is listed if the

worker made no choice for this category. Such candidates may still be contacted, but often respond similarly to the **No Interest** category.

- There are some sub-points under this category to note. Sub-points are searchable as well, but you might just leave them wide open and then look at what the results you find list for these categories. Here are details on three of these sub-points.
  - **Dual Call Requested:** Means the spouse is also a Commissioned Minister, and their preference would be that a position is also available for the spouse.
  - **Dual Call Required:** Same as above, only they are saying they won't consider positions where only one of them is offered a Call.
  - **Able to Relocate:** You will find most teachers **Seeking** are also able to relocate, but only some **Would Consider** will be so marked.
- **Years in Ministry** – Self-Explanatory.
- **SLED certification** – This is a specific administrator training program of the LCMS. Such certification means a candidate has some additional training for Lutheran School leadership. Plenty of great school leaders have not been through SLED. More significantly, some educators become principals once they have completed SLED but before they have administrator credentials, which they then complete after receiving the position.
- **Interests/Experience** – For this you have many options you may select. Looking for someone who has experience as a principal, superintendent, executive director, or teacher is found in this area, as well as someone who marks interest in serving in any of those categories. There are also Geographic search parameters here, where you can make sure the candidates have marked an interest in the CNH District as well as the type of community they have an interest in serving.

#### **Other Key Items to Note:**

- **Ministry Philosophy** – There are 14 short answer questions which are completed by the candidates. These questions will give you a better idea of the candidates themselves and their preferences. If this section of the CMIF is not complete, contact the Education Services office and they will contact the candidate's current district for a request to have these questions completed.
- **References** – It is important that the candidate also has references listed. You will want to contact references as part of the application process.
- **Background Check** – This question should be marked "Yes". If it isn't, contact the Education Service office and we will request that it be changed. Not being marked "Yes" is normally an oversight.

#### ***A few suggestions about CMIF searches:***

1. If you are not finding names that fit your criteria for grade or subject matter, consider searching for a teacher that is actively looking to move to the CNH District. Then go through the CMIF to see if they have had any experience in the area you are looking for. Sometimes the short answer questions at the end of the CMIF will give you more information than the various checkboxes and information sections throughout the CMIF.
2. It is suggested that you only consider CMIFs that have been updated in the last 12 months.