



CALL DOCUMENT PROCEDURE FOR PLACEMENT

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** Call Documents to the CNH District Office. **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

Nothing is mailed or given to the Candidate.

Once the Call Documents have been received by the District Office:

- a. The District President will review and sign the document.
- b. The CNH Office of Education will forward the documents to the appropriate Concordia.
- c. The University will send the Call Document to the Candidate.

4. Paperwork Required

- a. From **Concordia University** to the CNH District Office.
 - Page 10 of the Call Document
 - Certificate and /or letter stating the Candidate has completed all requirements for graduation.
- b. From the **Candidate**
 - Page 11 of the Call Document
 - Application For Membership in the Synod
 - Request for Ordination or Commissioning
- c. From the **Council of Presidents** (COP)
 - Interim Placement Date

5. Installation

- a. After the District Office has received the paperwork from ALL the above the **Initial Installation** Form 1 will be mailed to the congregation. Contact the CNH District before scheduling the Installation.
- b. Contact the CNH District to schedule Installation.

THIS PROCESS TAKES

4-6 WEEKS FOR A PLACEMENT AFTER GRADUATION TO BE PROCESSED

Questions, contact information: District Office at 925-245-4000 or email ShellyAlba.