



# CANDIDACY MANUAL

Evangelical Lutheran Church in Canada

October 2009

## Preamble

The purpose of this manual is to provide guidance to those individual involved in a process of preparing, examining and approving candidates for ordination or consecration as rostered ministers by a synod or by the Evangelical Lutheran Church in Canada (the “National Church”).

The National Church has adopted certain principles in its Constitution and Administrative Bylaws which would apply to both the formal qualification and the appropriate conduct of individuals seeking to achieve or to maintain the status of ordained minister or diaconal minister and being listed on the roster of a synod or the national church. The monitoring and application of such provisions for individuals seeking to be listed on the roster of a synod are the responsibility of that synod. The Constitution and Administrative Bylaws of the National Church (and this manual) hold out certain expectations and suggest certain guidelines which synods are expected to follow in preparing, examining and approving candidates for the roster of ordained ministers or the roster of diaconal ministers in the synod.

This manual is intended as a guide. Where appropriate, legal advice should be sought in dealing with complaints, procedures and processes.

The Candidacy Manual is recommended for approval to the National Church Council.

Once approved, the manual shall become the responsibility of the office of the National Bishop to maintain and update.

Many thanks to the past members of the Working Group on Leadership for Ministry for their foresight in calling for the preparation of this manual, to the Rev. Richard Stetson, former Assistant to the National Bishop, for compiling and writing the manual, to Toni Walker for typing and desktop-publishing the manuscript, and to the members of synod committees for theological education, seminary faculties and synod bishops for their careful review of its contents.

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# Candidacy in the Evangelical Lutheran Church in Canada

In the gift of Holy Baptism a Christian is called by God and set apart as a member of a royal priesthood (1 Peter 2:9). All Christians are servants of God, called to minister on behalf of Christ to their neighbour in both words and actions and by lifting up others in prayer. A Lutheran congregation often welcomes the newly baptized as “workers with us in the kingdom of God.” The Holy Spirit gives gifts and guidance to the faithful, leaving no believer without something to offer in building up others and increasing joyful anticipation of the coming reign of God.

All of God’s people have a call to minister. Some of God’s people are called to public ministries in the church and for the world. The Evangelical Lutheran Church in Canada (ELCIC) is committed to identifying members who have gifts to provide leadership in the life of the church. Sometimes a member of this church experiences a personal call to ordained or diaconal ministry. Others are encouraged to consider serving in specific ministry by members of their congregation, their pastor, by a campus pastor or others and in that way discover God’s call. Candidacy is the co-operative process of the church for preparation and formation leading to approval for consecrated diaconal ministry or ordained ministry of Word and Sacrament.

In the Lutheran tradition, an individual’s call from God has both internal and external or mediated dimensions.

1. There is an inner, personal conviction that God is calling an individual to public Christian ministry.
2. There is a corporate certification and public confirmation of the individual’s character, commitment, ability and preparation to serve in a specific rostered ministry.
3. A letter of call is received and accepted to serve in a particular ministry setting.

People become aware of their gifts and God’s call in various ways. Some become aware in a critical moment in life. Some are urged by others in the church to consider their call. Some struggle for years with their call and their circumstances. Candidacy is a process of discernment and reflection that encourages individuals to consider whether God is calling them to ordained or diaconal ministry and assists those who are called to prepare to serve within the ELCIC.

## A Candidate for the Whole Church

### A Churchwide Process

Every candidate for diaconal or ordained ministry in the ELCIC is approved by a specific Synod Council but must be qualified for service throughout the ELCIC. Candidates are considered for service according to national standards and by means of common procedures. This church values a consistent candidacy process and acceptance by any one synod council entails approval for ministry throughout the ELCIC. The national standards and procedures have been developed through years of experience by national boards and working groups and in consultation with leaders in the synodical candidacy process and Canadian Lutheran theological education.

Candidates who complete the requirements and are approved by a Synod Council are recognized and available for a first call on a church wide basis. Once a call has been received and accepted, the newly consecrated diaconal minister or ordained minister is added to the roster of the church and recognized as a minister in Christ’s church.

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Candidates are expected to make every effort to respond to the leadership needs of this church at the time of their first call and throughout their ministries. This church is willing to respond with understanding to the unique circumstances of individual candidates and their families whenever possible. It is important to bear in mind that restrictions that limit a candidate's ability to serve can delay or prevent the receipt of a call to service in the ELCIC.

## **A Co-operative Effort**

The candidacy process of the ELCIC is a shared responsibility. Each partner in the process expects the full participation of other partners. Candidates, congregations, CTEL, seminaries, the bishops and the national church all work together to identify, prepare and certify on behalf of the ELCIC gifted women and men who are called by God to serve in its public ministry.

## **Partners**

### **Candidate**

Personal faith and commitment to Christ are at the heart of one's decision to serve in ordained ministry or diaconal ministry. That decision often comes after uncertainty and a lengthy period of prayer and thought. The decision should involve others in a process of discernment and reflection about the individual's gifts and abilities for ministry. The process of discernment and the utilization of *Do I Belong in Seminary?* by Ronald E. Parker (Alban Institute, 1998) or a similar resource is recommended.

The decision to begin study for ordained or diaconal ministry is one that will be tested, not only by the one seeking to serve but by the community of faith that is the ELCIC. A decision to serve this church in ordained or diaconal ministry involves the individual as well as his or her pastor and congregation, the synod bishop, CTEL and the seminary faculty.

A person seeking to serve this church should contact the office of the synod in which congregational membership is held in order to begin the candidacy process. Once in the candidacy process, the candidate will need to exercise initiative in completing the steps of candidacy, providing reports as required and demonstrating competence in the task of theological education and practical preparation for ministry. Growth and development are expected as one seeks to become equipped to both serve and lead in the church's public ministry. The candidate is expected to be a mature, responsible, and trustworthy partner in the process of preparation, formation and evaluation.

### **Congregation**

Congregations provide significant support for the baptized in their ministries. Congregations are to identify and assist in the recruitment of potential leaders for ministry in the ELCIC. Every person who seeks candidacy in the ELCIC must have been an active member of a congregation of this church for a minimum of two years and be recommended by that congregation. (Extraordinary circumstances such as a person residing too far from an ELCIC congregation to maintain active membership may be taken into consideration by CTEL receiving an application from such a person.)

The pastor of the candidate's home congregation is able to provide pastoral guidance in the discernment process and throughout preparation for ministry. A recommendation from the home pastor is required and a form is provided in the registration packet.

Congregations are asked to maintain a relationship with the candidate through the years of preparation, to pray for the candidate, and, to the extent possible, provide financial assistance. While the congregation's and pastor's recommendations are important to the candidacy process, the responsibility for evaluation and approval of candidates belongs to the synod CTEL and Examining Committee.

## **Synod Committee for Theological Education and Leadership (CTEL) or Candidacy Committee (CCOM)**

The synods of the ELCIC act on behalf of the whole ELCIC through a committee for theological education and leadership commonly referred to as “CTEL” or “CCOM”. “CTEL” will be used throughout this manual to signify this committee. CTEL is responsible for determining the readiness of persons to enter the candidacy process and begin theological education, for endorsing candidates for a specific roster of this church, and forwarding a final evaluation of each candidate’s qualifications and readiness for ministry to the synod for the use of the Examining Committee. Each step is intended to assist in the larger process of discernment that takes place as persons are prepared for continuing ministry in God’s name, whether lay or rostered.

CTELs use national standards and requirements to assess readiness at times of registration and endorsement for studies.

CTELs are comprised of persons chosen by the synod who are responsible for assessing a person’s call to public ministry and assessing the character and qualifications of applicants to the rosters of the ELCIC. CTELs provide guidance, encouragement, and support throughout the candidacy process in a faithful ministry of identifying and evaluating candidates for rostered leadership.

Each CTEL is responsible for seeing that new members are adequately oriented and trained. Each CTEL should evaluate its own effectiveness and style and reflect on its purpose, authority, and process of leadership development in the ELCIC.

The ELCIC, through its national staff and related committees, offers counsel to the synods regarding administration of the national standards and requirements.

Transfer of a candidate from one synod CTEL to another is possible only with written approval of both CTEL committees and both synod bishops (see Form XXI).

A person denied endorsement for candidacy who believes that CTEL has not followed the authorized procedures of the ELCIC may appeal and request a review. Information on such a review is included in Section H of this manual.

Once endorsement has been denied a candidate must relate and reapply for re-consideration through the same synod candidacy committee.

A candidate may apply for a leave of absence for a period of up to two years, which may be renewed once upon application and at the discretion of the CTEL. If a person withdraws in good standing they may reapply.

### **ELCIC Seminary**

The seminaries of the ELCIC are important partners in the preparation of candidates. Seminaries should assist the work of CTEL, and every CTEL shall include an ELCIC seminary faculty liaison. The ELCIC seminary:

- makes a decision concerning the admission of a person for study and reports this action to CTEL. Admission to or continuation at an ELCIC seminary for study leading to rostered ministry in the ELCIC is contingent upon a positive endorsement by a CTEL; (Updated 06-27-2006)

- assists CTEL through a seminary liaison. The liaison may participate in meetings with the committee

as a consultant with voice but no vote. Expenses will normally be paid by CTEL;

- administers financial aid to its students;
- directs and evaluates the student's practical preparation such as contextual education and internship in consultation with CTEL;
- provides the committee with regular reports of academic progress and determines the satisfactory completion by the candidate of the requirements of the Master of Divinity, Master of Theology or other first professional degree;
- provides to CTEL on request appraisal of theological courses completed by candidates attending non-ELCIC seminaries to determine whether such courses meet the standards of this church; and
- upon approval by CTEL, affiliates with candidates attending non-ELCIC seminaries to guide their Lutheran formation.

## **National Church**

The National Church Council, in co-operation with the National Bishop is responsible for the development and management of candidacy in the ELCIC including the standards, procedures, and policies related to the recruitment, preparation, evaluation, and support of candidates for rostered ministry in this church. The ELCIC also has responsibility for providing a diaconal formation event. National staff may work directly with CTEs in providing counsel and assistance in the work of the committee. While the national staff person does not vote, he or she may be present for all major decisions made by CTEL.

### **The advantages for the candidate in this partnership include:**

- ongoing support;
- a continuing discernment of the aspects of a candidate's call;
- increasing awareness of the church's hopes and expectations for its ordained and diaconal leaders;
- evaluation of gifts, aptitudes and developmental needs of candidates through the use of specific career and personality inventory tools; and
- financial aid possibilities.

### **The advantages for this church include:**

- entering into a relationship with each candidate at an early point in career development;
- assisting bishops and synods to become acquainted with candidates who may be available for future service; and
- alerting this church to awareness of persons preparing for ministry and to the needs of these individuals.

## **The Synod Committee for Theological Education and Leadership**

### **The Role of CTEL**

CTEL members are responsible for assessing the gifts and encouraging the development of those who seek candidacy for ordained or consecrated ministry in the ELCIC.

This responsibility involves knowledge and love of the church, care for individuals participating in the candidacy process, the willingness to make decisions that are often difficult, as well as insight, energy, and time. CTEL members need to know and nurture, to pray for and talk with, the men and women who are candidates. They should make use of the best resources available in order to understand and advise those who seek their guidance. CTEL members should consult with other members of the ELCIC who know the candidates in educational institutions, seminary or in their home congregations to bring a more complete perspective. CTEL members should maintain confidentiality with regard to information shared by or learned about candidates.

CTEs serve on behalf of the ELCIC to identify those who by their gifts are suited to ordained or diaconal ministry in this church. When an individual possesses characteristics for serving in rostered ministry, the committee will seek to affirm and support the candidate in the process of preparation and formation for ordained or diaconal ministry. The committee also has the responsibility to determine which form of ministry is most appropriate for an individual's gifts and abilities, whether that be a form of rostered ministry or a ministry of the baptized as a lay person. When an individual's gifts are not suited for public ministry, it is the responsibility of the committee to clearly indicate that assessment. The committee will also support and encourage the person to faithfully live out his or her baptismal calling.

One form of support is through the relator appointed from the membership of CTEL for each candidate. The relator provides personal contact on behalf of the committee and helps interpret the endorsement process and the committee's decisions regarding the candidate. (See also the paragraph on the relator in Section D "Registration for Candidacy.")

## **Qualifications for Membership**

Whether appointed or elected, committee members should be selected for their knowledge and understanding of the ELCIC and its ministries, their respect and compassion for people in the process of evaluation and growth, their ability to communicate clearly and relate directly with people, and their capacity to make difficult decisions for the sake of the church and those seeking candidacy.

## **Composition**

The membership of CTEL should include a balanced representation of men and women reflecting the ethnic diversity of the synod. The membership of the committee should include rostered leaders and lay persons. It is recommended that at least one of the rostered leaders be a diaconal minister.

Each synod determines the length and number of terms that a CTEL member may serve. Appointments and changes in CTEL membership should provide as much continuity as possible for persons in the candidacy process.

## **Role of the ELCIC Seminary Faculty Liaison**

A faculty liaison shall serve as a consultant to each synodical CTEL. She or he serves as a chief liaison between CTEL and the seminary. The seminary representative may attend CTEL meetings.

## **Role of the National Office of the ELCIC**

The National Office relates to CTEL in the following ways: maintains the Candidacy Manual, convenes the Program Committee for Leadership for Ministry, interprets the policies of the ELCIC as required, prepares and distributes the Written Examination. (Updated 06-27-2006)

## Responsibilities of CTEL

### CTELS:

- maintain an individual's candidacy file according to the procedures determined by the ELCIC and described in this Candidacy Manual.
- receive registration materials and arrange for a Structured Interview and Psychological and Career Evaluation for each applicant;
- provide support and guidance in the applicant's discernment process and recommend use of resources (for example: *Do I Belong in Seminary?*);
- review all materials, conduct a personal interview and make a decision on initial endorsement of the candidate. Initial endorsement affirms that an individual is ready to enter the candidacy process. The decision is reported to the applicant and seminary when a student applies or enrolls in studies toward a rostered ministry;
- arrange for and participate in the Annual Developmental Interview and decide regarding an Annual Endorsement, including, at the appropriate time, endorsement for internship. The Endorsement is reported to the candidate and the seminary where the candidate is enrolled or affiliated;
- provide regular contact between members of the committee and the candidates. This may include visits with the candidates on the seminary campus or gatherings on the synod territory. A relator shall be appointed to maintain communication (see D-8 for the relator's responsibilities). Committees are encouraged to provide intentional, regular opportunity for conversation with the candidate about his or her emotional, social, spiritual, and academic growth;
- complete a final evaluation of the candidate and recommend the candidate to the synod's Examining Committee for colloquy; and
- maintain confidentiality of discussions and files.

### Information and Assessment

When the committee seeks further information about a candidate, it is essential that the committee and its members are very clear as to WHY they are seeking that information. CTEL committees are accountable:

1. to identify potential leaders, assess gifts and qualifications for ministry;
2. to treat each candidate with care, following proper procedures; and
3. to represent the ELCIC and act on its behalf.

This church may request candidates to provide or seek out whatever information necessary to assess qualifications for public ministry. Each candidate should be informed from the outset of the registration process that this church has standards of character that may not be customary in secular occupations. Candidates should be informed about personal behaviours that may subject rostered ministers to discipline. (See "Guidelines Re: Grounds for Discipline of Ordained Ministers" Appendix 6.)

CTEL members are to conduct themselves with impartiality and lack of bias regarding candidates. Committee members are expected to declare a conflict of interest and absent themselves from any discussion about a candidate who they are related to or with whom they have had substantial contact.

## Confidentiality

Information shall be gathered with care, shared only when necessary, and guarded carefully. Unsolicited letters, notes of conversations or hearsay are to be regarded with caution as possible information for further information or exploration only. Any and all information regarding a candidate's qualifications, history, or life patterns can be valuable to CTEL in making the candidacy decisions. Written psychological reports should be used in an ethical and appropriate way. Only instruments recognized and determined to be valid for the purpose should be used.

## Management of Candidacy Files

All material in a candidate's file is confidential material. No material is included in the file or released without the candidate's knowledge. The candidate's file is arranged and maintained in a chronological order with a diary or log as the first item in the file. The candidate's file is to be kept in the synod office.

The CTEL will ensure that the following items are included in the candidate's file:

- Application for Registration and related materials
- Structured Interview report
- criminal record check
- child abuse registry check
- consulting psychologist's report
- Developmental Interview reports
- University and Seminary transcripts
- fieldwork, CPE/SPE and internship reports
- record of all CTEL candidate interviews (dates, interviewers and contents)
- record of all CTEL actions concerning the candidate
- any other reports or data given by the candidate such as letters, communications and notes, financial aid applications and related information
- CTEL Report of final evaluation
- Recommendation to the Examining Committee

The information collected in a candidate's file will only be used for the purpose for which it was collected; information previously collected will be updated before it is further used; and information retained after the completion of an individual's candidacy will be maintained in a confidential file in the synod office.

The guidelines for guarding the confidentiality of the information in a candidate's file are as follows.

- a) All candidates' files are closed except to the synod bishop, the chairperson of the CTEL, the chairperson of the examining committee and the Assistant to the Bishop assigned to the candidacy process. CTEL and Examining Committee members have access through the synod bishop to materials in the file appropriate to their mandate. The candidate may look at his or her file at the time of their developmental interview or at the synod office except for any items which the candidate has waived the right to view.
- b) When a candidate is ordained or consecrated, no material from the candidate file will be transferred to any other file without the written permission of the candidate. This file is not intended for use in the call process.
- c) When a candidate withdraws from candidacy, the file shall be retained in perpetuity in the Synod Office.
- d) In the case of a candidate whose endorsement is denied or not recommended for call, the file shall be retained in perpetuity in the Synod Office.
- e) Copies of specific information from the file will be released to the candidate only upon written request by the candidate and written consent from the person who supplied the information.

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- f) Members of CTEL will destroy personal files and records regarding the candidate at the conclusion of the candidate's relationship with the committee or when that member no longer serves on CTEL.
- g) When CTEL declines or withdraws the endorsement of a candidate or when a candidate is not recommended for rostered ministry in the church by CTEL and/or Examining Committee, that fact with the reasons for termination shall be included in the permanent records or minutes of the appropriate committee and communicated clearly to the candidate.
- h) CTEls should use care when duplicating file material in preparation for meetings. Duplicated file material should be sent as CONFIDENTIAL mail and then destroyed at the conclusion of the meeting.

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# Candidacy for Ordained Ministry

## Introduction

Pastors are baptized persons whom the ELCIC calls and ordains to the church's ministry of Word and Sacrament. On behalf of the church, pastors give leadership and vision to Christian communities of faith. Pastors are called to provide faithful preaching, teaching and witness to the Scriptures and the doctrinal teaching of the ELCIC. They work in intentional partnership with bishops, other pastors, diaconal ministers, lay leaders in congregations and synods, synod and national staff, and ecumenical partners in common mission.

Called and accountable to this church, the ordained ministers also extend the ministry of Word and Sacrament beyond congregations into specialized settings such as institutional chaplaincy; colleges and seminaries; camps and missionary fields; and synodical and national offices.

In preparation for service, candidates for ordained ministry complete a four-year Master of Divinity degree, which includes a supervised internship and a unit of supervised pastoral education. The MDiv is normally completed at a seminary of the ELCIC or of the Evangelical Lutheran Church in America (ELCA). Under certain circumstances, a candidate may study for a Bachelor of Theology or a Diploma in Theology in place of the MDiv. A candidate for ordained ministry must be endorsed by a synodical CTEL and will be considered a candidate for service to the whole church.

## Standards

Persons rostered as ordained ministers of this church shall:

1. demonstrate commitment to Christ;
2. accept and adhere to the Scriptures as the inspired Word of God;
3. accept and adhere to the Lutheran Confessions of this church;
4. show willingness and ability to serve in response to the needs of the church;
5. have academic and practical qualifications for ministry, including leadership abilities and competence in interpersonal relationships;
6. exhibit commitment to lead a life worthy of the gospel of Christ and in so doing to be an example in faithful service and holy living;
7. receive and accept a letter of call; and
8. maintain active membership in a congregation of this church.

The ELCIC understands the call to ordained ministry of Word and Sacrament to mean that:

- ordained ministers, called by God through the church, are accountable to the Word of God for the sake of the gospel of Jesus Christ;
- ordained ministers are called by God through the church and are not self-chosen or self-appointed and do not select a ministry context independent of the church;
- ordained ministers are called by God through the church for a ministry of servanthood, and not for the exercise of domination or coercive power;
- ordained ministry is a privilege granted by God through the call of the church and is not a right of the individual; and
- ordained ministers voluntarily place themselves under the legitimate authority and discipline of this church, and assent to the polity of this church.

All ordained ministers must state a clear intention to live and conduct themselves in a manner consistent with these expectations.

## **Academic and Practical Criteria for Ordination**

In preparation for ordination as a pastor of this church, a candidate is required to engage in a comprehensive program which includes: 1) theological education; 2) formation for ministry; 3) supervised pastoral education; and 4) a nine to 12 month internship overseen by an ELCIC seminary.

### **1. Theological Education**

Candidates for ministry in the ELCIC are expected to be a graduate of a recognized college or university and earn a Master of Divinity, Bachelor of Theology or Diploma in Theology at one of the seminaries of this church. The seminaries of the ELCIC offer programs of preparation for ministry that are of the highest academic quality, faithful to the Lutheran tradition, and uniquely suited to meet the challenges facing this church today. The course of theological study is designed to prepare a pastor to express and reflect on this church's understanding of the gospel and the ministry of the church as expressed in the historic Lutheran confessions. This study is also designed to prepare a pastor to understand the mission of this church in today's world both individually and as a member of society and the world.

With the approval of their CTCL students may be permitted to study at an accredited theological school other than one of the ELCIC. (See page B-6 for "Guidelines for Theological Education at Seminaries Other Than ELCIC".)

### **2. Spiritual Formation**

All candidates for ordained or diaconal ministry are expected to engage in spiritual formation through regular worship, prayer and other spiritual disciplines.

### **3. Supervised Pastoral Education**

ELCIC seminaries require one quarter of supervised pastoral education in their degree and diploma programs. Such a course provides an opportunity to practice the art of pastoral care while converting experience into learning. The usual program to meet this requirement is a unit of Clinical Pastoral Education (CPE) or Pastoral Counseling Education (PCE) accredited by the Canadian Association for Pastoral Practice and Education (CAPPE).

### **4. Supervised Internship**

Internship facilitates the integration of academic study and theological education with the practice of ministry. A positive Endorsement for internship from CTCL is required prior to placement in an internship setting. The ELCIC seminaries serve on behalf of the church to provide a learning experience where a candidate has opportunity to give attention to contextualization, reflection, integration and evaluation (See "Internship for Ordination in the ELCIC", page B-4).

## **Steps in Candidacy**

Persons seeking ordination as pastors in the ELCIC are expected to participate fully in all steps of the candidacy process established by the national church and administered by a synod CTCL. The process consists of four phases described in subsequent sections of the Candidacy Manual.

- 1) Registration (see Section D) involves initial contact by an individual with a synod bishop or CTCL committee, completion of the Registration application and forms including recommendations from a variety of sources, a structured interview and psychological testing and career evaluation.

- 2) Initial Endorsement concludes the Registration phase. Endorsement by the CTEL is required for ordination candidates before beginning theological studies.
- 3) Annual Endorsement (see Section E) is required for continuation in studies and for internship. Reports of academic and contextual education are required as well as successful completion of the annual Developmental Interview.
- 4) Final Evaluation (see Section F) combines a final evaluation report and recommendation by the CTEL with self-evaluation by the candidate and reports from a variety of sources. A positive recommendation will bring the candidate to Examination (Colloquy) consisting of a written examination and interview by the synod Examining Committee. The Examining Committee may then recommend the candidate to Synod Council for first call and ordination.

(Updated 03-2006)

# Internship for Ordination in the Evangelical Lutheran Church in Canada

## Introduction

All candidates for ordination are required to complete an internship according to standards set by this church and outlined in “ELCA/ELCIC Internship Standards and Guidelines” adopted in 1992 (see Appendix 4).

INTERNSHIP IS ...

... an educational program of the ELCIC for candidates preparing for the ordained ministry in the ELCIC. The program provides for extended and thorough involvement in the work of ministry. Normally serving in a congregation of this church, the intern is supervised jointly by a pastor and the seminary in co-operation with members of congregations, other pastors and other interns. Through the internship the candidate engages in the full range of ministerial work and is guided simultaneously in developing attitudes, understandings and skills vital to the pastoral office. Except for presiding at the sacraments and solemnising marriages, the intern becomes deeply involved in all aspects of congregational life and pastoral responsibilities.

## Standards

The ELCIC requires all candidates for ordination to serve a nine- to 12-month internship. Students ordinarily serve their internship after having completed a minimum number of courses required by the seminary, ordinarily the equivalent to two years of theological studies.

Concurrent internships (half time for two years while engaging in academic work) are possible with the approval of CTEL and the seminary and availability of sites. Internships in other countries or in specialized situations may be arranged from time to time. Information about these may be obtained from the internship directors at the ELCIC seminaries.

ELCIC and ELCA seminaries co-operate in arranging for placements throughout Canada and the United States, and take into consideration both the desires of candidates and the availability of placements. Usually placement of candidates takes place in March. Internship placement for seminary students is the responsibility of the respective seminaries. Each seminary provides supervisory training, inclusive of training involved in the development of a Learning Contract. The dates for starting and ending the internship, as well as housing accommodations, etc. are agreed upon by the intern, the congregation and the pastor supervisor in consultation with the seminary and in accord with ELCIC guidelines; these particulars are written into an internship agreement signed by the intern, pastor supervisor and congregational council representative.

ELCIC seminaries continually seek to enhance the educational value of the program, especially in developing sound relationships among the intern, the supervising pastor and the congregation. To this end, interns and pastors participate in training events and “cluster” meetings with nearby interns and supervisors. They share concerns and experiences to increase mutual understanding and co-operation. Some clusters may have an inter-Lutheran or ecumenical flavour as interns of other denominations participate.

Internships are expected to be congregationally based; where non-congregational settings are desired, such internships are required to have a congregational component. Settings are approved by the seminary and the bishop of the synod relating to the setting upon application by the congregation or by joint application of the congregation and non-congregational ministry.

Written application is to be made to the respective seminary by January 31. Such application is to be made to Waterloo Lutheran Seminary for sites in the Eastern Synod and to the Lutheran Theological Seminary in Saskatoon for sites in the four western Canadian synods.

Alternate models to the usual third year congregationally-based internship setting may be possible as long as ELCIC standards for internship are met. Such alternative models require approval by CTEL, the bishop at the intended site, and the respective seminary before being implemented. Some examples for alternative models are:

a) Fourth Year Internship:

If the number of available internship sites is less than needed to place potential interns in a given year, those for whom a third-year internship cannot be arranged will be eligible for a fourth-year internship.

Inasmuch as internship is based on an “action-reflection model,” the intern will be required to complete a post-internship reflection project designed in consultation the seminary’s internship director and may be required to return to seminary for an additional term.

The provision for a fourth-year internship is not a matter of choice by the student but a matter of circumstance and requires approval of CTEL, the respective bishop and the respective seminary.

b) Concurrent Internship:

After completing seminary requirements for internship placement and with prior approval by the CTEL, a student may be placed in a concurrent internship. This is placement in a supervised internship setting for a duration of time equivalent to the normal requirements (e.g. 18 months at half-time internship of 9 months equivalency, or 24 months at half-time for 12 months equivalency).

While arranging internships on behalf of the ELCIC, the respective seminaries, through their internship director, are encouraged to support the following factors relative to specific placement sites and/or arrangements and are urged to see that they are incorporated into the Internship Agreement of the respective intern.

1. Since pastoral supervision is basic to the educational components of internship, interns are not to be placed in congregations or parishes that are without a called pastor. Should a vacancy occur during the internship, if at least one-half of the internship has taken place, then the interim pastor may serve as pastor-supervisor for the duration of the internship upon agreement by the seminary, CTEL and congregation or parish. If half the internship is not completed, the internship director shall consult with the CTEL, seminary and congregation or parish.
2. Where a potential placement is considered for a World Mission context, such needs to be processed by the seminary in partnership with the National Office. World Mission sites must apply in writing to the respective seminary and provide documentation in writing as to quality of supervision to be provided. Placements to be considered for World Missions shall be assessed by the seminary and CTEL on the basis of how well such a placement correlates with ministry goals.

3. Where a placement is considered in a parish/non-parish combination, the respective seminary shall ensure that pastoral supervision and an Internship Committee are well coordinated to serve the educational requirements of the internship program.

### **General Application and Procedures:**

The *ELCIC Candidacy Manual* shall be the national standard for internships and shall take precedence over the *Manual for Contextual Ministry* (in the case of Waterloo Seminary) or *Manual for Internship and Handbook for Lay Internship Committees* (in the case of Lutheran Theological Seminary, Saskatoon).

# Guidelines for Theological Education at Seminaries Other Than ELCIC or ELCA

A decision by a candidate to attend a seminary other than ELCIC or ELCA should be made only after approval of CTEL.

A non-ELCIC seminary accredited by the Association of Theological Schools may offer resources which expand and enrich the opportunities for theological study for persons preparing for ordained ministry. Such a seminary must have a theological stance deemed to be consistent with that of the ELCIC. It is not required that candidates hold a degree from an ELCIC seminary.

A candidate who is considering attending another seminary is to register with CTEL and comes under the same candidacy requirements as those attending an ELCIC seminary. It is expected that the student will register and obtain initial endorsement from CTEL prior to beginning theological studies and will cooperate fully with the annual endorsement and final evaluation steps of the candidacy process. Recommendations in writing or in person from the faculty of the other seminary should be requested by CTEL in order to make fully informed decisions for endorsement and final evaluation.

In order for adequate support and assessment by the CTEL, it is required that a minimum of two years must elapse between the initial endorsement of a candidate and the final recommendation for colloquy by CTEL.

Upon approval by the CTEL for attendance at another seminary, the candidate is required to apply to be an affiliate student with an ELCIC seminary so that an advisor may be assigned to guide the candidate in developing an academic program that will meet the requirements for ordination. The advisor will also assist the candidate to design a program for their Lutheran formation residency in an ELCIC seminary, determine readiness for internship and assist in the process of arranging an internship. The affiliate seminary will provide to the CTEL a final evaluation of the candidate. An annual affiliation fee must be paid to the seminary by the candidate and an affiliation agreement be signed and filed with the CTEL.

The faculty of the affiliate ELCIC seminary will appraise the candidate's theological courses to determine if they meet the standards of the ELCIC. Particular attention shall be given to adequate preparation in Lutheran theology, especially in leading Lutheran worship and in systematic theology. This appraisal is to be submitted to CTEL.

## Internship

All candidates for ordination in the ELCIC are required to complete an internship under the supervision of an ELCIC seminary. CTEL may approve internship supervision by an ELCA seminary for students studying at a seminary of the Evangelical Lutheran Church in America (ELCA).

The internship year is scheduled in consultation with the CTEL and the affiliate ELCIC seminary. Internship for students attending other seminaries may only be scheduled following the minimum Lutheran formation year of residency at an ELCIC seminary. In addition, the candidate may be required to return to the ELCIC seminary for an additional term following completion of the internship.

## Residency

A candidate who studies at another seminary is required to complete a minimum one year residency at an ELCIC seminary for Lutheran formation. The residency is to entail full-time course work at an ELCIC seminary resulting in at least the equivalent of five courses for each of the two terms plus supervised

(Updated 03-2006)

pastoral education. The year of residency may be waived by the CTEL in consultation with the affiliate ELCIC seminary. If the residency year is waived, the CTEL/CCOM is to make every effort to ensure adequate Lutheran formation occurs in the candidate's training. The annual fee is set by the ELCIC Program Committee for Leadership for Ministry, in consultation with the seminaries.

This period of residency may be taken at any point during a student's M.Div. program or it may follow the completing of an M.Div. program at a non-ELCIC seminary. It must be completed before internship.

The year of residency has the following purpose and objectives:

1. to provide the candidate with a solid grounding in Lutheran systematic theology and the Lutheran Confessions, and to enable the candidate to articulate a Lutheran theological perspective. This happens not only in the study of theology but in the study of church history, Bible, worship, preaching, education, pastoral care, and ethics;
2. to provide the candidate with a sound understanding of ministry in a Lutheran context: a clear sense of the centrality of Word and Sacrament; an appreciation of the relationship between lay and ordained ministries; a familiarity with policy and practice associated with approval, call, and mobility; and the hopes and visions of the ELCIC for its ordained ministers; and
3. to enable the candidate to become part of the seminary community, to participate in the worship life of the seminary, and to establish relationships with future colleagues in ministry which are marked by mutual support and accountability.

ELCIC seminaries which accept students for residency are responsible for providing a program by which the objectives of the requirement can be met. They are encouraged to make available to CTEs and candidates a description of such a program and to individualize the program to fit the needs and experience of the candidate. It may be possible for a candidate with an M.Div degree from another seminary to work toward or earn an advanced degree while fulfilling the objectives of the year of residency.

# Guidelines Related for Initial Calls to Ordained/Diaconal Ministry

Initial calls for ordained ministers shall ordinarily be issued by congregations, in support of congregationally based ministries. A Call to Special Service is not normally intended for an initial call to ordained ministry and may only be issued as such, by a Synod Council, upon approval by the Conference of Bishops.

Initial Calls for diaconal ministers may be issued by a Synod Council as a Call to Special Service in support of specialized ministries.

Compensation for all initial calls shall ordinarily be at a level that allows for participation in the ELCIC Pension and Benefits Plan. Exceptions to this rule may only be made upon approval by the Conference of Bishops as requested by a Synod Council.

Approved by National Church Council  
March 22, 2003

# Admission to the Roster of Ordained Ministers for Persons Ordained in Another Lutheran Church or Another Christian Tradition

Persons ordained in another Lutheran church or another Christian tradition may be admitted to the roster of ordained ministers provided that they meet and maintain the basic standards of the ELCIC for ordained ministers and be committed to the Lutheran Confessions of this church. (ELCIC Constitution, Article VII, Bylaws III.)

Ordained ministers of the ELCA shall be received by certificate of transfer following acceptance of a valid call from a congregation, Synod Council or the Church Council of this church with certification of their good standing on the Roster of the ELCA and with the approval of the bishop of the synod in which they are to serve.

An ordained minister in good standing of a church with which this church has established a mutual recognition of ministers shall upon acceptance of a call within this church be received by a certificate of transfer or equivalent documentation.

Applicants for ordination or for reception from other churches shall appear before the Examining Committee of the synod, and can be ordained or otherwise admitted only upon recommendation by such committee.

The Candidacy process provides all applicants to the roster an opportunity to engage in mutual conversations of discernment and assessment through a supportive partnership.

## Initial Application

The applicant registers with the synod of residence. In the case of an applicant who does not reside in Canada, registration may be made to a synod where there is a familial or mentor relationship. The applicant contacts the synod bishop directly to discuss the possibility of registration.

The applicant provides the synod with the following information.

1. Application for Candidacy
2. Academic transcripts for all post-secondary education (degree or non-degree)
3. Certificates of study (if any)
4. Documentation of supervised field experience, i.e. internship, clinical education, etc.
5. Statement or certificate of ordained status in another Lutheran church or Christian tradition
6. Letter of reference from applicant's current or former ecclesiastical supervisor
7. Immigration documentation (for those seeking to immigrate to Canada)
8. Copy of at least one recent sermon
9. A personal statement, including the theological rationale, on why the applicant seeks to serve on the ordained roster of the ELCIC
10. Child Abuse Registry check and/or criminal record check in the provincial jurisdiction
11. Recommendation of the ELCIC congregation where the applicant has been an active member for at least two years or explanation of circumstances when this is not possible.

## Interview with Bishop

Upon receipt of an application and related documents, the synod bishop conducts an interview with the applicant. The purpose of this interview is to determine the applicant's readiness to enter the candidacy process of this church. Entrance into the candidacy process is based upon the adequacy of the information provided by the applicant and the applicant's statement of intention to serve in the ordained ministry of

the ELCIC. If the applicant comes from a church with which this church is related, the National Office shall be consulted by the synod in order to receive any additional information regarding the applicant that is available from the applicant's church body. After the completion of the interview and the receipt of the required information, the bishop may refer the applicant to Committee for Theological Education and Leadership (CTEL) or Candidacy Committee (CCOM) to continue the candidacy process.

## **Initial Endorsement for Candidacy**

The applicant shall participate in a psychological evaluation according to the procedures of the ELCIC and complete the usual steps prior to a initial endorsement. CTEL interviews the applicant and reviews with the candidate the academic and practical work that must be completed in order to fulfill the standards for ordained ministry. CTEL may require study at an ELCIC seminary, language proficiency study, supervised ministry assignments, or other appropriate preparation.

After these steps are completed, CTEL takes action on endorsement of the applicant. The decision options of CTEL include the following:

1. immediate recommendation for examination of the candidate by the synod Examining Committee;
2. recommendation for examination of the candidate upon the satisfactory completion of the recommended work;
3. a decision to reconsider the candidate upon the satisfactory completion of the recommended work; or
4. a decision not to endorse the candidate.

CTEL informs the synod bishop, the National Office and the candidate in writing of its recommendation at the earliest possible time. In the case of a decision to require further study or preparation, CTEL will maintain a relationship with the candidate. The national staff and the seminaries of this church are resources to the candidate and CTEL during the time of preparation.

## **Examination (Colloquy)**

Upon successful completion of the required work and the recommendation of CTEL, the candidate completes the written examination and colloquy as scheduled by the synod Examining Committee. A positive recommendation by the Examining Committee is necessary for the synod to approve the candidate.

## **Ordination/Reception of the Candidate**

After receipt and acceptance of a letter of call by the candidate, the synod bishop consults with the Office of the Bishop of the ELCIC concerning the reception of the candidate. The ELCIC will receive ordained ministers from churches which believe, teach and confess the Apostles, the Nicene, and the Athanasian Creeds. Those from other traditions will be ordained according to the Service of Ordination of this Church. The determination of how this policy applies in the case of each candidate is made by the Office of the Bishop of the ELCIC.

## **Pastoral Care and Support**

The beginning of service in ordained ministry for those who are received by the ELCIC from other churches is an important time. It is a time to establish significant relationships of support and growth. During the early years of service, it is recommended that the synod bishop offer the newly rostered pastor a mentor to assist in providing this support and nurture.

# **ALTERNATIVE ROUTE FOR ADMISSION TO THE ROSTER OF ORDAINED MINISTERS OF THE EVANGELICAL LUTHERAN CHURCH IN CANADA**

## **PURPOSE**

The Alternative Route for Admission to the Roster of Ordained Ministers in the ELCIC is a special program designed to meet the church's need to provide ordained leadership in specific communities who face difficulty in securing Word and Sacrament ministry through the church's regular call process.

In order to meet these needs, existing lay leaders from within such communities are invited to prepare for ordained service in these settings. The minimum age for such candidates shall normally be 40 years of age or higher. Invitations to the alternative route program are only made in consultation with the community to be served and after there is clear indication that a first call placement will be made available to the applicant.

## **STEP ONE: ELIGIBILITY AND APPLICATION**

**Letters of Invitation:** The synodical Bishop completes an assessment of eligibility based on the Criteria Checklist and then shall confer with and seek approval to proceed from the Conference of Bishop. The synodical Bishop then sends letters of invitation and a description of the program to both the identified candidate and the congregation(s) to be served. Each is invited to send written notification of their intention to participate in this programme.

**Filing an Application:** The applicant forwards registration materials to the Synod Committee for Theological Education and Leadership (CTEL) or Candidacy Committee (CCOM).

**Psychological Evaluation and Career Consultation:** Applicants are expected to complete a psychological evaluation and career consultation as defined in present policies governing ordination.

## **STEP TWO: CTEL/CCOM ENDORSEMENT**

**Initial Interview:** The Chairperson of CTEL/CCOM will arrange for an Initial Interview.

Applicants are expected to identify an ELCIC seminary where the Basic Theological Education for Ministry requirements will be completed.

Upon review of the registration materials and completion of the initial interview, the CTEL/CCOM decides whether or not to endorse the candidate.

## **STEP THREE: PROGRAM OF STUDY**

In co-operation with the designated ELCIC seminary, the synod CTEL/CCOM direct and advise the candidate on a suitable program of study. The program of study may include some pre-seminary work depending on the assessment of the committee.

Seminaries reserve the right to deny admission to applicants who are unable to meet the necessary academic or financial requirements.

The Basic Theological Education for Ministry program will include a minimum of 30 credit hours (10 classes) and extends over a minimum of one year (2 semesters); it will include the study of Scripture,

Christian theology, the Lutheran Confessions, church history, worship, preaching, and the policy and practices of the Evangelical Lutheran Church in Canada. These are minimum requirements. In consultation with the seminary, the CTEL/CCOM may specify additional requirements.

In addition to the minimum of one year (2 semesters) of residency at a seminary of this church, candidates will also be required to complete an Internship placement as well as a single unit of Supervised Pastoral Education. In exceptional circumstances, the CTEL/CCOM may waive one or both of these last two requirements.

#### **STEP FOUR: APPROVAL PROCESS**

At the completion of the above program of study, the CTEL/CCOM makes its determination regarding the candidate. It may:

- A. Make an immediate recommendation to the Examining Committee.
- B. Make a conditional endorsement specifying further requirements.
- C. Deny endorsement and not recommend to the Examining Committee.

#### **STEP FIVE: EXAMINING COMMITTEE, RECEIPT AND ACCEPTANCE OF CALL**

Upon successful examination, the candidate shall be open to call.

The synodical Bishop shall then ask the Synod Council to issue a Call to Special Service for service in the congregation(s) identified in the initial application process.

Upon receipt and acceptance of call, the candidate becomes eligible for ordination.

Candidates who have participated in the Alternative Route for Admission to the Roster of Ordained Ministers are not, at any time, eligible to receive calls other than to a synodically issued Call to Special Service.

# Alternative Route for Admission to the Roster of Ordained Ministers of the Evangelical Lutheran Church in Canada

## Criteria Checklist

### The Community to be Served:

- Has experienced a lengthy pastoral vacancy that is not able to be filled through regular means. i.e. parish re-alignment, co-operation with Full Communion or LWF partners, long-term interim ministry.
- Is able to provide compensation at a level that allows the rostered minister to participate in the ELCIC Pension and Benefits plan.

### The Candidate:

- Shall normally be at least forty years of age.
- Has been identified as a respected leader within the community to be served.
- Is able to meet this church's application requirements for candidates seeking admission to the Roster of Ordained Ministers of this church.
- Is able to meet the entrance requirements of an ELCIC seminary for Basic Theological Education for Ministry.
- Is able and willing to serve according to the terms of call as determined by the synodical bishop in consultation with the community to be served.
- Shall meet the criteria for public ministry within a congregation or other ministry of this church, namely:
  - a. evidence of mature Christian faith and commitment to Christ;
  - b. knowledge and acceptance of the Confession of Faith of this church; and
  - c. willingness to meet this church's expectations concerning the personal conduct and behavior of persons serving in public ministry.

# Candidacy for Diaconal Ministry

## Introduction

A diaconal minister in the ELCIC is called by and publicly serves the church with primary responsibility for witnessing to the gospel through a ministry of service mandated by the Word and Sacraments that enables and equips the people of God in their ministry.

The Constitution of the ELCIC says, “The mission of this church . . . is to share the gospel of Jesus Christ with people in Canada and around the world through the proclamation of the Word, the celebration of the Sacraments, *and through service in Christ’s name.*” [italics added] The Evangelical Declaration of the ELCIC states, “We believe, teach and confess that the crucified Christ calls us into a life of discipleship in which we are to be persons for others.” Diaconal ministry is established to offer the ELCIC a form of rostered ministry designed to work interdependently with laity, pastors, and bishops to carry out the mission of the church.

In the Evangelical Declaration “We commit ourselves as church to *equip* all of us to be people in mission and to live as faithful disciples.” The public diaconal ministry of the church furthers this commitment to equip all the people of God for service in Christ’s name. The diaconal minister serves, but also intentionally prepares and leads others in service. The diaconal ministry is one form of the Evangelical Declaration’s commitment “to *respond faithfully, promptly and flexibly* to the many opportunities for mission.”

In order to encourage and enhance service of the whole people of God in Christ’s name, and to have a body of rostered church workers serving as agents of the church in interpreting and responding to needs, hopes and concerns within church and society this church has instituted a roster of diaconal ministers. (From: *The Diaconate as Ecumenical Opportunity, The Hannover Report of the Anglican-Lutheran International Commission*)

Diaconal ministers shall:

### **1. BE ROOTED IN THE WORD OF GOD.**

Diaconal ministers are ministers of the service of Christ, informed by the Word of God, and called as witnesses to the gospel and the apostolic faith. They are called to be part of the theological engagement of this church in God’s world.

### **2. BE EQUIPPED TO CARRY OUT A PARTICULAR SERVICE.**

Diaconal ministers carry out a public ministry of service and witness. With demonstrated competence and expertise in a particular discipline, diaconal ministers may serve both within and outside of congregational settings, in each case bearing responsibility for making connections between church and world. Programmatic ministries within congregational settings should also be marked by extension of the witness of the church into the larger community.

### **3. BE COMMITTED AND PREPARED TO EQUIP THE BAPTIZED FOR MINISTRY IN THE WORLD AND IN THE CHURCH.**

Diaconal ministers along with pastors and bishops are called to lead and equip the baptized for ministry. Diaconal ministers support the ministry of the baptized through appropriate programmatic ministries and by working with the laity in discerning and encouraging their gifts for ministry.

#### **4. GIVE PARTICULAR ATTENTION TO MINISTRIES AT THE BOUNDARIES BETWEEN CHURCH AND WORLD.**

Diaconal ministers carry public responsibility to speak for the needs of God's world to the church as well as taking God's saving gospel to the needs of the world through the actions of God's people, both individually and collectively.

#### **5. EXEMPLIFY THE LIFE OF CHRIST-LIKE SERVICE ADDRESSING ALL FORMS OF HUMAN NEED.**

The call to diaconal ministry is a lifelong commitment that supports and complements the ministry of Word and Sacrament, focusing on ministry to the whole person. This 'diaconal bias' provides the lens and vision for developing the diaconal mission of the church carried out among and through its members.

#### **6. BE GROUNDED IN COMMUNITY.**

Diaconal ministers need the support and shared vision of a community of leaders committed to a common calling. This grounding in a diaconal community serves as the reminder to build community in all ministry settings.

### **Steps in Candidacy**

Persons seeking consecration as diaconal ministers in the ELCIC are expected to fully participate in all steps of the candidacy process. The candidacy process is the shared responsibility of the candidate and CTEL.

Initial contact begins a process of discernment which explores an individual's potential for rostered ministry and readiness to begin theological study and candidacy in the ELCIC. Two years of active membership in an ELCIC congregation is required prior to endorsement. The process includes registration, structured interview and psychological and career evaluation through the synod CTEL, and positive annual endorsement throughout the candidacy. In consultation with CTEL, application may be made to the seminary.

### **Standards**

Persons admitted to the roster and who continue as diaconal ministers of the ELCIC shall satisfactorily meet and maintain basic standards established in the Constitution, Bylaws and continuing resolutions of the ELCIC as well as the following:

- a) commitment to Christ;
- b) accept and adhere to the Scriptures as the inspired Word of God;
- c) acceptance of and adherence to the Lutheran Confessions of this church;
- d) willingness and ability to serve in response to the needs of this church;
- e) academic and practical qualifications for ministry;
- f) life consistent with the gospel and personal qualifications including leadership abilities and competence in interpersonal relationships;
- g) receipt and acceptance of a letter of call; and
- h) membership in a congregation of this church.

The definition of diaconal ministry requires the following components to be included in any preparation and educational program designed to equip persons for this leadership role:

- a. knowledge and understanding of the Word of God;
- b. a Lutheran understanding of the gospel;
- c. knowledge and understanding of the Lutheran Confessions;
- d. theological reflection on issues of faith and life;
- e. personal spiritual formation and ministry identity;

- f. communication and planning skills necessary for effective witness and service, both verbally and in action; and
- g. specific education and competence in an identified ministry of service.

## Academic and Practical Criteria

In preparation for consecration as a diaconal minister of this church, a candidate will engage in a comprehensive program of preparation.

Except as otherwise provided, a candidate for consecration as a diaconal minister shall:

1. demonstrate competence in at least one area of specialization or expertise according to guidelines established by the ELCIC (see point 2);
2. have a minimum of a bachelor's degree, college degree, a graduate degree or a professional certificate appropriate to the designated field of specialization. If the degree is in an unrelated field of study, significant work experience (minimum of three years) with leadership responsibilities appropriate to the type of diaconal ministry being sought is required. In some special cases a person not holding a bachelor's degree may be considered for candidacy under the provisions described in Addendum 1 to this document, "Equivalencies/Alternatives in Lieu of Academic Credentials."
3. complete the basic foundation coursework in theological education which shall include a minimum of one year of studies at the bachelor's level (or 30 semester credit hours). At least a one-term 3 hour course must be completed in each of the following areas:
  - Biblical Studies, Old Testament
  - Biblical Studies, New Testament
  - Lutheran Theology and Confessional Writings
  - Church History
  - Ethics
  - Theology of Diaconal Ministry

Additional courses should include Practical Theology appropriate to the specialization. All theological credits must be earned through courses at an accredited college or seminary of this church or through a course of study approved by CTEL based on evaluation by an ELCIC seminary. See Appendix 5 for a list of approved courses. Candidates are encouraged to consider a Masters in Theological Studies offered at Lutheran Theological Seminary or Waterloo Lutheran Seminary;

4. complete the required formational component in the preparation program for Lutheran diaconal ministry as defined by the ELCIC (see below);
5. satisfactorily complete supervised field experience in the field of specialization as approved by the synodical CTEL (see below); and
6. successfully complete the final evaluation by the Examining Committee. (The preparation of a sermon is not required of diaconal candidates.)
7. include SPE

## Formation Component

A diaconal ministry formation event will be offered at least every second year under the sponsorship of the ELCIC. A candidate must be endorsed by CTEL of their synod prior to participation in a formational event. Successful completion of this event meets the formation component requirement for approval as a candidate for consecration to the diaconal ministry.

### 1. PURPOSE:

The formation event is considered integral to the preparation of diaconal ministry candidates. Ideally the formation event precedes theological studies and will assist candidates in shaping their course of study and field experience. Candidates will:

- study and explore biblical, theological, historical and ecumenical roots and expressions of diaconal ministry;

- examine current diaconal approaches and models for ministry in a variety of settings through study and field trips;
- gain deeper understandings of Lutheran theology as it relates to all forms of ministry, call and ecclesiology; and
- develop spiritual insights and disciplines for active ministry through worship, prayer and group processes designed for spiritual formation, development of community and mutual vision for diaconal ministry.

## **2. COMPONENTS:**

A variety of learning and community building experiences will include lectures, reading, writing, small group and individual reflection, field trips to diaconal ministry sites, and optional tutorials. Worship, spiritual formation and community life are central to the experience. Seminary faculty, guest lecturers and ecumenical guests may all be involved.

## **3. EXPECTATIONS:**

All participants will be asked to be in residence for housing and meals at the chosen venue for the entire event. Applicants who are accepted will be sent a reading list to complete prior to arrival. A journal/evaluation is to be kept during the event and given to the event coordinator following the event. The journal may be shared with the candidate's CTEL.

## **Field Experience**

Supervised field experience may begin after the candidate has completed the application requirements and been endorsed by the synodical CTEL. Supervised field experience may occur concurrently with studies or following the completion of required course work. Candidates who are enrolled in an academic degree program at a seminary or university shall work with their institution for the arrangement and oversight and submit their plan for approval to the synodical CTEL. Candidates who have completed their academic work or who are already in service must make their own arrangements for their field experience and its oversight. These arrangements must be approved by the synodical CTEL before the field experience begins.

Experience and involvement in ministry is essential to preparation for service as a diaconal minister. It is more than “on the job training.” It is experiential learning in the action-reflection model whereby one's practice of ministry is combined with supervised reflection and evaluation of that ministry. Supervised field experience seeks to facilitate the integration of academic study in the area of specialization and theological education with the practice of ministry of this church in an interdependent relationship with other laity and clergy.

## **Objectives and Goals for Field Experience**

1. To provide actual experience in the candidate's area of ministry specialization, thereby enabling the candidate to develop increasing competence as a professional in the public ministry of the church.
2. To offer an opportunity for self-evaluation and spiritual nurture under the guidance of a mentor in the candidate's area of specialization.
3. To offer an opportunity for evaluation by others.
4. To provide a learning context which allows the candidate to experience all aspects of congregational, institutional or agency life including participation in the governing and programmatic structures such as council, board of directors, committees and staff meetings.
5. To provide opportunity for the candidate to participate in at least one project in one's area of specialization from beginning to end, including planning, execution and evaluation.
6. To assist the candidate in developing regular habits and patterns for theological reflection, spiritual nurture and discipline, and healthy self-care.
7. To provide the synodical CTEL an assessment from the supervisory team regarding the candidate's:
  - commitment to Christ;
  - acceptance of and adherence to the Lutheran Confessions;

- willingness and ability to serve in response to the needs of this church;
- practical qualifications for ministry; and
- life consistent with the gospel and personal qualifications including leadership abilities and competence in interpersonal relationships.

## Tracks/Options for Field Experience

Diaconal ministry candidates may enter the candidacy process from a variety of contexts. Some may be undergraduates, some graduate students enrolled in seminary, and some persons already in service in a ministry setting who may or may not have completed their academic requirements. Some may have had many years of service in the church either as volunteers or paid staff, while others may have no work experience.

In recognition of this diversity, CTEs, academic institutions and others are encouraged to exercise creativity and flexibility in approving or arranging field experiences appropriate for the particular needs of the individual and for the good of the church. Three basic tracks or options are identified.

### 1. Candidates who are enrolled in academic degree programs

- Academic institutions may structure field experience in different ways. Several examples of approaches which may be used include:
  - a full-time internship for 9–12 months;
  - a combination SPE and field experience arrangement;
  - a part-time position (10–20 hours per week) during the academic year completed concurrently over a one or two year period; or
  - part-time work during the school year combined with full-time summer position.

The determination of how the field experience is structured will be based on such factors as age and previous work experience, academic setting, and whether graduate or undergraduate, etc. When a stipend is paid, the remuneration should be similar to that granted to MDiv interns. A stipend is strongly encouraged for work over 15 hours per week.

- Where structured field experience is part of the academic preparation arranged by a university or seminary, it is necessary for the candidate to request that evaluation reports be sent to their synodical CTEL.

### 2. Candidates who have completed academic work

- If employed in a church-related setting, the candidate may, with the approval of CTEL, arrange to carry out the supervised field experience on-site. This option requires special attention to assist the candidate and the congregation or agency to process the change of role from that of locally recognized leader to that of a called and consecrated diaconal minister and the implication of this change for both parties.
- If not employed in a church-related setting, the candidate must arrange an appropriate field experience and submit the plan for approval by CTEL. Arrangements may include an appropriate stipend. ELCIC seminaries and the appropriate bishop shall be consulted when identifying a location where ministry and supervision needs might be met.
- It is necessary that the candidate request that evaluation forms be sent to CTEL.

### 3. Candidates with three or more consecutive years experience in a church-related work position

- Waiver or partial waiver of the Supervised Field Experience may be considered by CTEL for candidates who have been in service in church related employment for three consecutive years or longer.

The candidate shall provide a written request and rationale for this equivalency or waiver and document how the goals and objectives for supervised field experience have already been met. The candidate shall also provide three letters of recommendation from persons well acquainted with the candidate's work. In a congregational setting, these persons should be:

- the pastor;
- a congregational leader either elected or with leadership responsibility related to the area of specialization; and

- a person with competence and knowledge consistent with the candidate's area of ministry.

CTEL shall review this material and, in consultation with the candidate, determine whether additional contextual learning goals need to be addressed. It is the decision of CTEL whether or not to grant the request.

- In all cases, the candidate shall be required to work with the Mutual Ministry Committee of their congregation in reflecting together on issues of changing ministry identity as one moves from the role of a locally recognized leader to that of a called and consecrated diaconal minister.

## Components of the Field Experience

### 1. Context

The context shall be a setting that represents the candidate's prospective area of ministry. For example, for parish work, parish education, parish nursing, youth ministry, music, etc., the setting should be in a parish; if for counselling or specialized pastoral care, it should be in an appropriate agency or institution.

### 2. Supervising Team

A quality field experience for diaconal ministry candidates requires over-all supervision on site, mentoring and training specific to the area of specialization, support and nurture. Diaconal ministers will often serve in multiple staff ministries and typically work with a supervisor. Frequently, the person who supervises the overall ministry is an ordained pastor with responsibility for oversight in the local situation. It is important that the supervised field experience provide training and attention to team ministry development as well as the development of individual leadership gifts and skills. Three equally important roles and functions have been identified to facilitate the goals and objectives for supervised field experience. Normally this means the involvement of three parties in addition to the candidate. In some situations the role/function of field supervisor and that of mentor can be combined and carried out by one person. These three parties form the supervisory team:

#### a) On-site Field Supervisor

The on-site field supervisor will provide administrative structure to the overall experience including a written description of responsibilities, consultation for mutual reflection of supervisory issues, and a periodic review and evaluation. The field supervisor will meet regularly with the other partners in the supervisory team.

The on-site field supervisor shall normally be a consecrated diaconal minister or ordained pastor of the ELCIC. When the responsibility is given to a diaconal minister in a congregation, that person shall consult with the pastor regarding supervisory issues.

#### b) The Mentor

The mentor is usually a person who specializes in the same ministry area as the candidate. It is recommended that the mentor have at least three years of experience as a diaconal minister and be available for monthly meetings with the candidate. An experienced diaconal minister is to be preferred to a ministry specialist who is not a diaconal minister.

The mentor is responsible to work with the candidate to identify learning goals, objectives, and activities specific to the area of specialization. The mentor will participate in the supervisory team meetings and reflect with the candidate on issues related to effective team ministry. The mentor will reflect with the candidate as the candidate seeks to develop regular habits and patterns for spiritual nurture and discipline and healthy self-care. The mentor relationship may continue at the initiation of the candidate once he or she is consecrated and in service.

#### c) Lay Committee

A Lay Committee shall be appointed in all settings. It shall be appointed by the congregational council or assembled by the candidate and approved by CTEL in a non-congregational setting. This committee should include persons who will have regular exposure to and familiarity with the candidate's work, including leaders and participants in programs. In situations where the candidate is already in service, the Mutual Ministry Committee may provide this function.

### **3. Learning Agreement**

The field experience is a time when gifts, aptitudes and skills for ministry can be developed and tested under supervision and within a positive and supportive atmosphere. Each field experience needs focus and specific learning goals. An acknowledged focus and written learning agreement bring coherence to the total learning experience and build partnership among the candidate, the supervisor(s), the congregation, the university or seminary and the synod. It is encouraged that candidates in academic programs work initially with faculty advisors in developing learning goals.

### **4. Content**

Each area of ministry specialization requires goals and activities specific to that area. It is equally important that each diaconal minister sees their specialization within the context of the overall mission and ministry of the entire congregation or agency. Candidates should gain experience in working with individuals and with groups. There should be opportunities to develop the specific skills required such as teaching, counselling, program planning and development, leadership training, musical performance, visitation, administration and/or committee work. Regardless of the area of specialization, it is desirable and encouraged that as one preparing for public ministry, the diaconal candidate gains experience in worship leadership by serving as an assisting minister in the liturgy.

A critical area of development for all diaconal candidates is learning team ministry skills in order to work effectively with councils and staff teams. It is recommended that whenever possible the candidate participates in retreats with staff, council or committees and takes advantage of workshops offered in building team ministry.

It is also desirable and recommended that the candidate have opportunities and receive financial assistance to participate in synodical events such as leadership conferences and synod conventions.

### **5. Evaluation**

The candidate shall write a self-evaluation and the supervision partners shall write an evaluation of the candidate at the mid-point and at the conclusion of the field experience. (The chairperson of the Lay Committee will represent the committee.) The evaluation will provide information to the academic institution when the candidate is a student and to their CTEL, and will be used in assessing successful completion of the requirement. Candidates are encouraged to keep a log or journal in which to describe all experiences and involvement toward carrying out the goals and which can then be used in reflection and evaluation sessions with the supervisor/mentor.

## **Roles and Responsibilities in Field Education**

1. The candidate has responsibility to:
  - a. arrange for an appropriate field experience and supervision to be approved by their CTEL;
  - b. establish an effective working relationship with all members of the supervisory team;
  - c. participate in writing the learning agreement;
  - d. reflect theologically upon experiences gained;
  - e. cultivate a personal devotional life and self-care; and
  - f. engage in the evaluative process of field experience and prepare the required written reports.
2. For candidates enrolled at an academic institution, the institution is responsible to:
  - a. work co-operatively with the candidate in arranging an appropriate field experience including the identification and approval of an appropriate supervisor and mentor;
  - b. participate in preparing the learning agreement;
  - c. assist in determining whether the field experience should continue in the event of any change or conflict in the supervisory relationship;
  - d. receive evaluation reports and determine the successful completion of the requirement; and
  - e. negotiate a stipend when appropriate.
3. For candidates who have completed their academic work or who are already in service, the synodical CTEL is responsible to:

- a. approve the arrangements for field experience and its supervision;
  - b. participate in the final development of and approval of the learning agreement;
  - c. assist in determining whether the field experience should continue in the event of any change or conflict in the supervisory arrangement; and
  - d. receive evaluation reports and determine the successful completion of the requirement.
4. The Supervisor/Mentor/Committee has the responsibility to:
- a. participate in writing the learning agreement;
  - b. provide regularly scheduled opportunities to discuss and reflect on the candidate's growth and development in light of the learning goals established;
  - c. listen to the candidate's concerns as well as achievements and provide support as well as constructive suggestions for growth and learning; and
  - d. provide written evaluation reports to the candidate, the academic institution and CTEL as required.

## **First Call and Consecration**

After a successful final evaluation by the Examining Committee of her or his synod and approval by the synod council, the bishop recommends the candidate for call. Those persons currently serving in a position who wish to remain in that position may do so providing the appropriate call process is followed under the direction of the synodical bishop. Calling bodies for diaconal ministers are identified in the ELCIC Bylaw Part III.1, section 3 as congregations, synods, National Church Council, and, in the case of National Officers, the convention of the ELCIC.

Once a candidate has received and accepted a letter of call, he or she is consecrated a diaconal minister according to the rite of this church. The service for consecration is arranged and conducted under the direction and oversight of the bishop in the synod where the first call is received, but may be delegated to another bishop, as particular circumstances require.

Diaconal ministers will be presented with a medallion and a diaconal stole at the service of consecration and the stole shall be worn during liturgical functions.

## **Reinstatement**

Reinstatement to the diaconal ministers' roster of the ELCIC is the responsibility of the synod where the applicant was last under call. The process for reinstatement is found on page G-1 of this manual. Any person removed from a diaconal roster that existed prior to 1986 must apply for acceptance to the roster of diaconal ministers under the standards, criteria, policies and procedures that apply currently in the ELCIC.

## **Addendum 1: Equivalencies and Alternatives in Lieu of Academic Credentials**

Persons interested in serving as diaconal ministers who have not completed the necessary academic requirement of the bachelor's degree may in some cases be considered for candidacy. This exception is reserved for those persons who for reason of age and prior experience may find it not appropriate to complete a bachelor's degree. Such persons may apply for consideration upon evaluation of gifts for ministry, the needs of the church, and the demonstrated abilities of the individual. Age alone is not an acceptable criterion for consideration under this provision.

The ELCIC National Office will evaluate all requests for consideration under this provision. Following evaluation a recommendation will be made to the appropriate CTEL for an alternative course of study and/or the granting of equivalencies. Evaluations will be based upon experience in non-degree studies and in demonstrated work performance comparable to that expected of a person holding a bachelor's degree. A candidate granted equivalency to academic credentials will not have credentials with which to study at the

seminary and will need to complete their theological education at the bachelor level through an accredited college.

The basic theological education requirement may not be met by equivalency. The basic requirement is one course each in Old Testament, New Testament, Lutheran and/or Canadian Church History, Lutheran Confessions and Christian Ethics.

The following is an outline of the procedure to be followed by those wishing consideration under this provision.

1. Applicant completes all requirements for registration.
2. Applicant submits a written request and rationale for consideration under this provision. Based on this request and all materials submitted, CTEL will determine whether the applicant should proceed under this provision.
3. Upon determination of appropriateness for consideration, CTEL shall request a review and recommendation by the national committee for leadership. This request should be forwarded to the staff person for Leadership and include all of the following material:
  - a. a copy of the application for registration;
  - b. a copy of the written request and rationale for consideration;
  - c. a detailed listing of the applicant's work experience, including relevant volunteer experience;
  - d. a detailed listing of all education completed including related continuing education. All available transcripts should be included;
  - e. a current position description if in the employment of a church or church-related institution;
  - f. three letters of recommendation from persons well acquainted with the candidate's background and work. Letters of recommendation should include more than character references, and should include knowledge and illustration of the person's demonstrated ability. References should include one's pastor, a congregational leader familiar with the applicant's demonstrated leadership ability and gifts for ministry, and a person with competence and knowledge consistent with the candidate's area of specialization.
4. The staff person shall forward the recommendation and documentation to CTEL.

Having received the evaluation and recommendation of the national committee for leadership, the final decision regarding equivalency or alternative study rests with the appropriate CTEL. Following a decision regarding equivalency or alternative study eligibility, CTEs shall proceed with endorsement, oversee the designated course of study and appropriate supervised field education, and provide at least one annual endorsement before the final evaluation and approval of the candidate for consecration.

## **Addendum 2: Candidacy for the Deaconess Community of the ELCA**

Since its inception, the ELCIC has been served by deaconesses of the Deaconess Community of the ELCA. Canadian Lutheran women have been active for decades as deaconesses of this community both in Canada and in the United States. The 1995 convention of the ELCIC approved the following motion, "That those persons who have been set apart as deaconesses and currently serve in the ELCIC be considered diaconal ministers and included in the diaconal ministry roster." (NC 95-50)

ELCIC women seeking membership in the Lutheran Deaconess Community are approved through their synodical CTEL in partnership with the Committee on Education and Candidacy of the Deaconess Community of the ELCA and are consecrated for service upon receipt and acceptance of a letter of call.

## **Addendum 3: Candidacy through the Lutheran Deaconess Association**

Deaconesses of the Lutheran Deaconess Conference with their training centre at the Lutheran Deaconess Association (LDA), Valparaiso University, Valparaiso, Indiana, have faithfully served the ELCIC.

ELCIC women who are training through the LDA, Valparaiso, Indiana, follow the ordinary application and endorsement procedures with their synodical CTEL and may be rostered as diaconal ministers following a successful final evaluation, call and consecration according to the requirements of the ELCIC. Consecration

as a deaconess of the LDA does not qualify as consecration to the diaconal ministry of the ELCIC. The rite of consecration of diaconal ministers in the ELCIC is conducted by the bishop after a call has been received and accepted. The two rites may be combined.

## **Addendum 4: Areas of Specialization for Diaconal Ministers**

Examples of areas for specialization in diaconal ministry are listed below. In each case the diaconal ministers serves under call from a congregation, synod council or national church council. The list is not exhaustive.

### Worship

- Church musician (equips others in the area of music, uses music as a form of community outreach and engagement with people outside the congregation)

### Learning

- Christian education director (encourages and assists community groups with educational concerns to use the church facilities and brings community education concerns to the congregation)
- Community educator working for example in day care or a high school equivalency program

### Witnessing

- Congregational outreach coordinator (equips others for the work of evangelism and outreach in service to the community, bringing needs in the community to the attention of the congregation)
- Youth worker (seeks ways to serve youth in the community through schools and community groups as well as the congregation; brings the needs of youth in the community and the world to the attention of the congregation)

### Service

- Parish worker (equips others with skills for visitation and other tasks, seeking ways to engage the members of the congregation with those in need in the community)
- Parish nurse (equips others to assist with health and wellness care within the community, extending these services to members of the community when appropriate, advocates for health care concerns with and in the congregation)
- Community organizer or social worker serving in an agency under synod council call

### Support

- Parish administrator (attempts to extend administrative assistance to those in need in the community, for example in assisting older persons and immigrants with tax forms)
- Ecumenical Centre administrator
- School administrator in a church-related institution
- Health care administrator in a church-related institution
- Synod administrator

# Registration for Candidacy– Ordained and Diaconal Ministry

## A Summary of the Steps to Ordination or Consecration in the ELCIC

Prior to candidacy for rostered ministry, an individual, often with the assistance of a pastor, congregation, mentor or others and through prayer, discussion and reflection, discerns a personal call to explore the potential for service in the rostered ministries of the church.

The following steps describe the process set out by the ELCIC for preparation and formation leading to approval for ordained or consecrated ministry in the church.

1. contact with the Synod Office to obtain a Registration Packet;
2. submission of the completed Registration Packet to the synod Committee for Theological Education, including application, autobiographical essay, congregational recommendation and other letters of recommendation;
3. completion of a Structured Interview;
4. Psychological and Career Evaluation;
5. endorsement for candidacy for a specific roster (ordained or diaconal) by CTEL;
6. assignment of a CTEL relator to the candidate and initiation of regular contact and communication;
7. application to seminary, acceptance and enrollment in a course of study leading to certification for ministry;
8. annual Developmental Interview and Annual Endorsement by CTEL;
9. completion of Supervised Pastoral Education and submission of final evaluation to CTEL;
10. completion of Internship (ordained track) or Supervised Field Experience (diaconal track) and submission of final evaluation to CTEL;
11. completion of Academic Requirements (diaconal track);
12. completion of Formation Event (diaconal track);
13. recommendation by CTEL to Examining Committee for examination interview;
14. completion of Senior Dossier including written examination;
15. examination interview and recommendation for call and ordination or consecration by the Examining Committee;
16. approval by the Synod Council effective for one year, renewable no more than two times; and
17. ordination or consecration by synod bishop upon receipt and acceptance of a call.

## Registration

Registration is the first indication of a person's intention to prepare for a church occupation and the first official action of CTEL. It is a process which identifies an individual's intention and potential for rostered ministry in the ELCIC. Individuals begin the candidacy process by establishing contact with a synod CTEL. The synod may provide the individual with resources such as *Do I Belong in Seminary?* and other opportunities for discernment. Completion of the registration phase, including application, recommendations and interviews, leads to a decision on whether or not to endorse the candidate for preparation for ministry. Key components leading to endorsement are discernment and readiness.

## Discernment and Readiness

The process of discernment is time for an individual to explore ministry as a baptized child of God and to reflect on the potential for service in public ministry as a diaconal minister or pastor. This process

provides a means of engaging in the important work of assessing one's own gifts for mission and ministry. Conversations with pastors, rostered diaconal ministers, spiritual guides and other trusted persons are encouraged during an extended time of discernment prior to beginning the candidacy process.

This time of discernment may result in a clear sense of call for some individuals. For others the call to public ministry may be still uncertain and undefined. Such seekers shall not be discouraged from continuing in the process, but rather encouraged to engage in further discernment. For some who show clear potential for rostered ministry, the next logical step is to begin theological study while continuing in a process of discernment. Others may benefit from spending additional time exploring the various options in rostered ministry. At the time of Registration, a potential candidate need not have made a final decision regarding which form of rostered ministry to pursue. Registration determines ecclesial readiness to begin study and preparation for one of this church's rostered ministries as a pastor or diaconal minister.

For those considering a role of leadership in this church, the Registration process provides an opportunity to assess readiness to engage in a disciplined program of preparation and formation. The primary characteristics of readiness include faith in Jesus Christ, vocational focus, and a basic understanding of the nature of ministry. An individual should possess intellectual ability for critical and reflective thinking and a healthy self-awareness. A basic acquaintance with the Scriptures and the catechism are assumed as part of a minimum two-year active membership in an ELCIC congregation. It is also valuable to have a broad background in the liberal arts, including English, history, modern languages, philosophy, and the social sciences.

The welcome diversity among today's applicants makes it inevitable that there will be significant differences in academic readiness among applicants. Seminaries of the ELCIC may advise students of varying academic backgrounds how to come to an acceptable level of readiness within the program of studies.

## Registration Components

Several steps must be completed for Registration with CTEL. An individual begins the candidacy process by establishing contact with a synod CTEL. The synod encourages and assists the individual in discernment. Information may be provided about retreats and discernment events. The applicant's file will reflect information about the following components:

- use of discernment resources (for example, *Do I Belong in Seminary?*);
- minimum two years active membership in an ELCIC congregation;
- Application for Registration, including:
  - Application form
  - Autobiography
  - Statement of Pastor from Home Congregation
  - Recommendation from Congregational Council
  - Statement from Non-Relative
  - Statement from Physician
- Child Abuse and Police Registry checks; to be sent by the synods to the seminaries
- Synod
- Psychological and Career Evaluation report;
- Structured Interview; and
- Initial Endorsement by synod CTEL.

Sample letters, application and registration forms are found in the "Forms" section of this manual.

## **Autobiography**

In the autobiography the CTEL is interested to learn about the candidate's personal life story including significant life events and relationships. Particular attention should be given to factors that have led the candidate to consider a career in the church

## **Statement of Pastor from Home Congregation**

The Letter of Call for ordained pastors includes the charge to "seek out and encourage qualified persons to prepare for the ministry of the Gospel." The pastor's statement provides CTEL with an appraisal from one who is personally familiar with the candidate. The statement from the pastor assists the CTEL to evaluate the candidate's personal qualities for ministry.

## **Congregational Recommendation**

Every candidate for rostered ministry in the ELCIC is expected to share in the life of a congregation through its Word and Sacrament ministry and the community of God's people. The congregation is an important partner in the candidacy process. A congregation is charged to identify potential leaders for the public ministries of this church. The congregational recommendation is a statement about the candidate's potential to serve in public ministry.

## **Statement from Non-Relative**

Ministry requires strong interpersonal relational skills and other qualities that can be assessed through a variety of situations. The Non-Relative may be an employer, a campus pastor, a colleague, a neighbour or community member, or a friend.

## **Statement from a Physician**

Ministry is a demanding vocation that requires personal reserves of health and well being. The statement from a physician will assist the CTEL to determine how a candidate might best be prepared for and serve in ordained or diaconal ministry.

## **Psychological and Career Evaluation**

CTEL arranges a psychological and career evaluation. The purpose of the evaluation is to assist the committee in understanding the prospective candidate, and the candidate to develop better self-understanding, and to guide the candidate toward an occupation that makes the best use of the candidate's gifts, abilities and interests.

The clinician selected by CTEL administers tests and evaluation interviews in such areas as personality, interests, and intellectual ability. A written, signed summary is sent to the prospective candidate and, with her or his permission, to the synod CTEL. The clinician will discuss with the prospective candidate whether or not it is advisable to proceed without additional counselling or other assistance, in the clinician's opinion. This opinion will also be shared with CTEL. The clinician's report helps CTEL determine a candidate's probable suitability for rostered ministry.

## **Structured Interview**

Each candidate meets with designated CTEL members or trained interviewers to discuss in a structured interview the individual's discernment of call, readiness for preparation, sense of vocation, personal involvement in the church, faith life experience and understanding of ministry. Preferably, two or more persons will conduct the interview together. The Structured Interview Guide and Report Form are provided in the "Forms" section of this manual.

## **Rostered Candidates**

Ordained or diaconal ministers already in good standing on a roster of the ELCIC who apply for candidacy on a different roster are normally not required to have a structured interview or psychological and career evaluation unless personal circumstances so indicate.

## **Recommendation of a Candidate by the Congregation**

### **Introduction**

A congregation is an important partner in the candidacy process of the ELCIC. Every congregation of the ELCIC has an opportunity to participate in identifying their members' gifts and call to particular forms of ministry: lay and rostered. Among the baptized people of God who faithfully engage in the ministry of congregations, some might be identified who have gifts and abilities which equip them to provide leadership through service on one of the two rosters of this church. A congregation is the community of God's people where a person might first be invited to consider a call to serve as an ordained pastor or diaconal minister.

Every person seeking candidacy in the ELCIC must be an active member of an ELCIC congregation for a minimum of two years prior to endorsement and preparation for rostered ministry. One of the first steps in the process of candidacy is recommendation by the congregation. In the time prior to registration, the congregation can provide support and encouragement as a person explores gifts and potential for public ministry. Prayer, study, and reflection can be valuable as others assist a person in the process of discernment.

### **Standards**

This church's understanding of the basic standards for persons to be admitted to ordained or diaconal ministry in the ELCIC is foundational to the discernment of suitable candidates. These standards include:

- a) commitment to Christ;
- b) accept and adhere to the Scriptures as the inspired Word of God;
- c) acceptance of and adherence to the Lutheran Confessions of this church;
- d) willingness and ability to serve in response to the needs of the church;
- e) academic and practical qualifications for ministry, including leadership abilities and competence in interpersonal relationships;
- f) commitment to lead a life worthy of the gospel of Christ and in so doing to be an example of a life offered in faithful response to God's call;

### **Congregational Recommendation**

The pastor and lay leaders of the home congregation may engage in a process of discernment with the applicant in the context of a community of the faithful. A congregation may be able to discern those personal qualifications including leadership abilities and competence in interpersonal relationships that are important qualities for rostered ministry. Resources to assist in discernment are available and can be recommended by the synodical CTEL.

The recommendation form asks a congregation, through its pastor and congregational council, to indicate the applicant's involvement in the life of the congregation, areas where growth might be needed, and any personal factors that might adversely affect the applicant's service as a pastor or diaconal minister. The congregation's recommendation is *not* a decision on whether a person will serve this church as a rostered minister; it is rather a statement of a person's *potential* to serve in a rostered ministry of this church.

CTEL will consider the congregation's recommendation and all other registration materials in evaluating the candidate's readiness for their study and candidacy. Should a decision to end a person's candidacy be made by the candidate or CTEL, the individual should be encouraged to participate fully in the life of the

congregation of which they are a member and to use their individual gifts in other forms of ministry in daily life.

A sample letter to congregations in the “Forms” section of this manual is provided for CTEL to send as explanation of the role of the congregation in the candidacy process.

## **Congregational Support**

Congregations of the ELCIC are encouraged to support members who are preparing for rostered ministry in this church. Preparing for ministry may require sacrifice of time, loss of income, relocation and considerable expense. Many students find it necessary to find employment. Most students carry substantial educational debts with them to their first call, which may be difficult to repay on modest salaries of first call leaders.

Congregations are encouraged to lift the candidate up in prayer, to be mindful of the journey of preparation and formation, and to include the candidate in the life of the congregation throughout the process. Invitations to preach or assist in worship can reflect the support and commitment made by the members of the congregation.

Congregations are also encouraged to consider making a financial commitment to the theological education of candidates. Contributions may be sent to the synod or financial aid office of the seminary where the candidate is enrolled. The financial contributions of all congregations help to equip people for leadership and service in church and society.

## **Psychological and Career Evaluation**

Persons seeking to serve in rostered ministry in the ELCIC are required to complete a program of psychological and career evaluation. This policy has been developed by the ELCIC for use by CTELS regarding psychological and career evaluation services.

### **Purpose**

God’s people are given a variety of gifts for ministry. Candidacy in the ELCIC is based on a biblical understanding of this diversity of gifts. These gifts may be expressed in a variety of ways, including ministry in daily life, ministry of Word and Sacrament, or as a diaconal minister. Each of these ministries is integral to the life and mission of this church. The process of discernment and reflection in the registration process should assist each person in gaining a better understanding of the gifts and abilities needed for these forms of public ministry.

As a part of the registration process, the psychological and career evaluation is intended to help the individual gain greater self-understanding and appreciation of the variety of ways in which the applicant’s gifts could be used in ministry. It is one part of the larger discernment process that is the ongoing concern of the candidacy committee. The ELCIC desires an evaluation that is experienced not as a barrier, but as supportive of those who believe they may be called to ministry. Whatever the decision of the candidacy committee, the results of the psychological and career evaluation should be helpful in the identification and use of the applicant’s gifts for ministry—whether for ministry in daily life or for service in one of the two rostered ministries in the ELCIC.

## **Responsibilities of the National Church**

The ELCIC is responsible for:

- establishing church-wide policies, guidelines, and programs evaluating candidacy;
- providing financial grants to assist synods in the cost of evaluation; and
- periodically evaluating the program to meet changing needs.

## Responsibilities of CTCL

CTCL is responsible for the evaluation and care of the candidate throughout the candidacy process, all of which can be understood as a part of the individual's growth as a Christian toward a more faithful stewardship of gifts by way of vocational discernment. Regarding psychological and career evaluation, CTCL is responsible to:

1. Contract with a competent professional who understands the goals of the candidacy process.
  - a. In addition to appropriate education, training, and credentials, the clinician will demonstrate a commitment to the underlying intent of the evaluation process, which is to identify gifts and the forms of ministry for which those gifts are especially well suited. The clinician should express interest in working with the ELCIC and an understanding of the theological concerns and ecclesiastical goals of the candidacy process, and be familiar with the standards and criteria by which the ELCIC determines its rostered leaders.
  - b. Whenever possible, it is desirable for the clinician to meet with CTCL at least annually to review the clinician's approach to reporting to the committee and to provide assistance to the committee members in utilizing the evaluation reports.

The cost for the psychological evaluation and career consultation is to be paid by the synod. Reimbursement for a portion of the cost may be requested from the National Office.

1. Concerns and complaints about professional consultants

The applicant may secure a second opinion from another professional consultant approved by CTCL. Applicants will be financially responsible for this additional opinion. When a second evaluation is requested by the applicant, it is required that both reports must be released to CTCL in order to be considered for candidacy in the ELCIC.

## Responsibilities of Clinicians

### 1. Expectations

The clinician/career consultant is expected to:

- understand and implement the assessment program in ways that are consistent with the theological purposes of the evaluation and the goals of the ELCIC for the candidacy process;
- be sensitive to the ways that race, language, gender, age, and ethnicity may affect the discernment of gifts for ministry;
- use inventories which have been demonstrated to be valid for assessing persons for vocational screening.
- offer to each applicant not only an assessment of personal strengths and areas for possible growth, but also an evaluation of whether an individual is psychologically and situationally suited for rostered ministry;
- provide CTCL with specific suggestions to best support the applicant's continuing growth as a person in ministry, including ways that the seminary might help should the person be enrolled or subsequently enroll in a seminary; and
- assist CTCL and the applicant in discerning which form of ministry may be appropriate for the individual as informed by the evaluation.

### 2. The Interview and Testing

Every assessment should evaluate the applicant's self-image, self-awareness, self-esteem, health of the family, relational systems issues, interpersonal skills, personal and career priorities/values, emotional maturity, psychological and situational health, spiritual maturity, personal qualities (including potential for leadership), as well as any perceived deficiencies which would impede a

person from beginning preparation for rostered ministry.

The consulting clinician will provide the applicant with a face-to-face interpretation of the results of the psychological inventories, e.g., the Minnesota Multiphasic Personality Inventory (MMPI-2). If the distance between the applicant and the clinician makes this difficult, an interpretation by phone is an alternative.

The professional consultant shall provide the applicant with oral feedback and a written summary of the evaluation, and shall secure an informed release of information to CTEL after the results have been shared with the applicant. A copy of the summary will be sent to CTEL for use in the ongoing pastoral guidance and evaluation of the candidate, including the initial endorsement for theological study.

Because this evaluation is so important to the applicant and this church, the applicant should not feel rushed through the process. As noted earlier, it is especially important that the psychologist/career consultant explain fully the evaluation results which will be summarized for the candidacy committee. Special attention should be given to the areas that are in need of development.

If the professional consultant advises follow-up counselling, this should be thoroughly and sensitively discussed with the applicant during the evaluation feedback session. It is the responsibility of CTEL to decide whether or not the recommended counselling/therapy should be completed prior to an initial endorsement decision and the beginning of theological study. If endorsement is postponed for this reason, the choice of a counsellor/therapist should have the prior approval of CTEL (it may or may not be the professional who provided the evaluation). A written or oral report may be requested, as appropriate.

Clinicians are invited to recommend to CTEL psychological and/or vocational instruments that may be especially well suited for the ELCIC evaluation process.

### 3. Reporting to CTEL

The consultant shall provide a summary report to the applicant and, with approval of the candidate, to CTEL, including the following:

- personal identity/level of self-awareness and self-esteem;
- quality of past and present family relationships;
- sense of vision/imaginative ability;
- intellectual capacity and integrity;
- emotional maturity/coping ability and durability;
- motivation for religious service;
- empathy and affective expression;
- interpersonal relationship skills;
- any history of deviant and pathological maladaptation;
- any history of medical and psychiatric illness;
- any history of substance abuse;
- flexibility;
- leadership style;
- assets and liabilities relating to leadership roles in the ELCIC, as described in the documents of the church provided to the professional consultant; and
- personal and professional values/priorities.

The report should be descriptive and interpretive of the individual in the categories listed above. It is the responsibility of CTEL to decide whether the applicant is psychologically and situationally ready to begin theological study and preparation for rostered ministry. The clinician/career consultant's report is only one of the factors used by the committee in making that determination.

## Initial Endorsement

The endorsement decision is made by CTEL after all information is gathered from the registration application, congregational recommendation, psychological and career evaluation and structured interview, and after the candidate has been active in an ELCIC congregation for at least two years. A positive endorsement is required before a candidate begins theological studies for a Master of Divinity or equivalent degree.

### Decisions available to CTEL:

#### 1. Positive Endorsement.

A positive endorsement indicates the committee's confidence in the applicant's potential and readiness for vocational preparation and formation. This decision means that the applicant demonstrates gifts and abilities that indicate potential for rostered ministry either as a pastor or a diaconal minister. This decision further means that the individual exhibits no situational or psychological/emotional factors which would impair his or her ability to engage in theological study and formation for ministry. However, the CTEL may identify concerns for the candidate to address before the next interview.

#### 2. Endorsement Denied.

This decision is made when CTEL determines that there are specific functional or personal reasons why the applicant is not an acceptable candidate for rostered ministry in this church. In the case of denial, the committee must ensure appropriate pastoral care is provided when the decision is communicated and that support and follow-up care is available. CTEL may provide guidance to the person in identifying and affirming where her or his particular gifts for ministry might be more appropriately used in the church and community and encourage further career counselling. In addition, the decision must be communicated in writing clearly and specifically with precise reasons given.

#### 3. Endorsement with Conditions.

If the applicant demonstrates gifts and abilities but lacks spiritual, psychological or situational readiness, CTEL is advised to recommend in writing conditions to be fulfilled which must be met before the next endorsement interview.

Such conditions may address one or more of the following: emotional and psychological factors which normally respond well to therapy; indication of current substance abuse; current or very recent marital distress, separation or divorce; family situation which may be highly stressed by geographic relocation; financial stress with heavy debt load; limited familiarity with Lutheran congregational life; lack of basic biblical and catechetical knowledge; substantial health problems; recent life crises without adequate time for healing. Other factors relating to academic readiness including poor English verbal or writing skills or inadequate undergraduate preparation may be determined by the seminary admissions process. If the committee has academic concerns, consultation with the appropriate seminary admissions director is required.

#### 4. Endorsement Postponed.

When postponement is recommended, the committee shall prepare a written report which clearly communicates the reasons for the decision. The applicant is asked to develop a plan for addressing the identified issues or difficulties. The applicant and the committee determine how progress will be monitored, when reconsideration may be scheduled and what procedure will be followed for reconsideration. A candidate is encouraged to provide a written response stating an understanding of how concerns are to be addressed.

## **Following Endorsement:**

### **Reporting Endorsement Decisions**

The decision of the synod CTEL is to be reported in writing to the candidate and the seminary (if appropriate). Notification may be sent to the congregation as well.

### **Assigning a Relator**

Personal contact with a candidate throughout the candidacy process is essential as preparation and formation bring development and new understanding. CTEs are to assign a relator to each candidate granted endorsement. This person serves as a liaison between the committee and the candidate to communicate mutual concerns throughout candidacy. A CTEL member should be assigned no more than ten candidates if possible. The following guidelines are suggested:

- Be present at all interviews of the candidate. Be prepared to provide current status of candidate prior to any meetings or action. Maintain a file on candidate.
- Report any news or information to the candidacy committee as it is received.
- Pray for the candidate.
- Be receptive to contact from the candidate.
- Encourage candidate to initiate contact, inform relator of any significant news or concerns, and provide updates on academic and practical progress in the process.
- Promptly acknowledge any inquiries from the candidate.

### **Seminary Admission**

In consultation with CTEL, individuals may apply to a seminary of this church and follow the seminary's admissions process. Candidates may apply to either ELCIC seminary and need not be geographically restricted. Those who consider study at a theological school or seminary other than an ELCIC seminary should discuss their plans for study and ELCIC seminary affiliation (see page B-7) and obtain CTEL approval before making a final decision. A program of preparation for candidates for diaconal ministry which does not include study at an ELCIC seminary will need to be determined in consultation with CTEL prior to the beginning of such study.

ELCIC seminaries have agreed not to extend an offer of admission for Degree or Diploma programs to an ELCIC applicant until receiving notification of endorsement by CTEL. An applicant who has entered but not yet completed registration and endorsement may be admitted for the Master of Theological Studies program. Once the student is endorsed, she or he may transfer to the MDiv study track.

A positive CTEL endorsement does not guarantee seminary admission. A seminary may deny admission for academic or other reasons. The seminary is to receive a copy of the Child Abuse and Police Registry checks.

The responsibility for monitoring continued theological and pastoral growth of the candidate is CTEL's, assisted by the seminary. CTEL may provide suggestions for an appropriate internship setting or other specific recommendations concerning preparation. The seminary will provide regular transcripts to the CTEL with permission from the student.

### **Review Procedures**

A candidate denied endorsement, who believes that a committee has not followed the procedures of the ELCIC, may request a review of the process. Information on such a review is available from the Synod Office (see page H-1).

# Annual Endorsement– Ordained and Diaconal Ministry

## Annual Endorsement Process

Initial Endorsement is the official action of CTEL by which candidacy is conferred upon a person seeking to serve in a specific rostered ministry of the ELCIC. An individual who receives an initial endorsement decision by CTEL enters preparation and formation for rostered ministry. Continuation in candidacy requires annual endorsement by the CTEL.

Annual endorsement includes a development interview in which an individual's progress in formation for ministry is assessed. Developmental issues identified earlier may be reviewed in this annual assessment. A decision on renewal of endorsement is made by CTEL and communicated in writing to the candidate and the seminary.

The following areas of development are considered and goals set:

- understanding of call to ministry and vocational commitment;
- spiritual growth and faith commitment;
- educational and theological ability; and
- personal and interpersonal skills and plans.

Annual endorsement serves to encourage and affirm those who clearly demonstrate the gifts and qualities for a specific ministry in this church.

- endorsement for internship by CTEL is required before the candidate may participate in an ELCIC internship or field experience; and
- the renewal process may determine that an individual is not suitable for service in one of the rostered ministries of this church. Such a decision may be made by either the individual or CTEL.

## Annual Endorsement Components

Prior to the developmental interview, each interviewer receives the following items from the candidate's file:

- initial endorsement report and other file materials as appropriate;
- Annual Developmental Interview Form completed by the candidate;
- Supervised Pastoral Education (SPE) report (if completed prior to this annual renewal of endorsement);
- reports for all academic work that has been completed (transcripts or report from the faculty if deemed necessary; and
- Internship or Supervised Field Experience report (mid-term or final) if completed.

The Annual Developmental Interview Forms are provided in the "Forms" section of this manual.

## Developmental Interview

The developmental interview process requires careful planning and major time commitments. Ideally, this process will be done for each candidate in every year following the initial Structured Interview. It could easily take two hours per candidate to complete. For that reason it is advisable that the committee be

subdivided into interview teams of two persons so that several developmental interviews can occur at the same time.

Candidates shall meet with the interviewers at a time and place determined by CTEL. Interviews should inform the candidate that no final decisions are made by the interviewers; the decision concerning renewal of endorsement is made by CTEL using the interview team's recommendation and other available information.

## **Developmental Interview Guide**

This guide is written for CTEL developmental interview teams. It is not meant to be prescriptive, but to describe the flow of a thorough interview process. Each synodical committee may adapt the basic elements of the guide to meet its own style and needs. The process is expected to take 1 ½ to 2 hours with the interview itself taking the largest block of time.

The interview provides an opportunity to affirm gifts, abilities, and progress and will assist CTEL in making its endorsement.

### **Pre-interview Briefing**

Prior to the developmental interview, the two interviewers review the candidate's file material. On the basis of materials and knowledge of the candidate, the team may identify primary topics and formulate lead questions for each of the areas covered by the Annual Developmental Interview Form.

### **The Developmental Interview**

The interview is convened by one of the interviewers. The practice of beginning with prayer is encouraged.

The interview team describes the process to the candidate, establishes a conversational tone, and invites the candidate to engage in dialogue based on a relationship of mutual interest, trust, and exploration. It is helpful to remind the candidate that this is a time to assess *with* them their strengths and growth areas as they prepare for ministry in the church. By posing leading questions, listening carefully, and demonstrating empathy and concern, the interview team members will enable the candidate to receive the greatest benefit from this experience. In the event of unusual circumstances or special needs, the team may schedule a longer time segment to permit more extensive discussion.

### **Reflection and Consultation**

Following the interview, the interview team and the candidate separate to complete the following tasks:

- a) The candidate reflects privately on the interview and responds to the content of it by formulating specific personal goals for the coming year, following the format outlined in "Developmental Interview Annual Goals."
- b) The interview team spends this period in consultation and discussion about the candidate. Included may be identifying developmental and growth needs for the candidate, recommendations concerning renewal of endorsement, and any suggestions and comments the interview team wishes to convey to the candidate.

## Wrap-Up

The interview team invites the candidate back for the purpose of sharing the results of their reflections. The candidate presents the specific personal growth goals for the coming year, plus any special concerns relevant to her/his relationship with CTEL. The interview team responds to the candidate's proposed growth goals, may relate its recommendations for renewal of endorsement, and communicates any other insights, concerns or suggestions it deems pertinent. Candidate and interview team should arrive at a mutual agreement concerning these goals and other matters. This part of the interview is often the most substantive and meaningful part of the interview process.

## Conclusion

Once all interviews have been completed, the respective interview teams share summaries of each interview with the CTEL reporting growth goals of the candidate and the team's recommendations for endorsement. The CTEL then makes a decision about each candidate's annual endorsement.

## Annual Endorsement Decision

The annual endorsement is made by the full CTEL using all information available. The recommendation of the interview team is an important factor in this decision. Normally, the recommendation of the team and the decision of the committee should be no more than one level of decision apart, i.e. a positive or a negative recommendation by the team would result in a committee decision that is in agreement with the recommendation or the postponement, but not a diametrically opposite decision. In other words, if a team recommends endorsement, a committee may endorse or postpone, but not deny endorsement. Similarly, a team recommendation to deny endorsement may lead to a committee decision to deny or postpone endorsement but not to a decision to endorse. If the team and CTEL are not in agreement within one "level" of decision, then CTEL shall consult with the faculty representative on CTEL for assistance in coming to a decision. Faculty members shall be informed when the decision is different from the recommendation. This process honours the partnership between seminary and committee while retaining the final responsibility in the candidacy committee. The decision of CTEL is communicated in writing to the candidate and the seminary.

The options for annual endorsement are outlined below.

1. **Positive Endorsement** reflects the committee's confidence in the candidate's gifts and abilities and indicates that, unless there are unforeseen difficulties, there is every reason to believe the person will continue to grow in readiness to serve in one of this church's rostered ministries. Concerns and recommendations for continued growth and formation may be expressed at this time.
2. **Endorsement with Conditions** means that while the committee sees potential for the individual to serve in rostered ministry, there are developmental needs outside the normal range which must be addressed and re-evaluated, or conditions which must be met before the candidate can be endorsed. A written report should clearly identify the developmental needs and indicate conditions which are to be met prior to the next developmental interview. CTEL shall indicate who will monitor the recommendations, and indicate when reconsideration will be scheduled and what procedure will be followed. A normal time frame would permit the conditions to be reviewed at a later meeting of CTEL in order to facilitate a timely internship placement for those who are later endorsed. A candidate may be encouraged to provide a written response of how concerns are to be addressed.

3. **Postponement of Endorsement.** When postponement is recommended, the committee shall prepare a written report which clearly communicates the reasons for the decision. The applicant is asked to develop a plan for addressing the identified issues or difficulties. The applicant and the committee determine how progress will be monitored, when reconsideration may be scheduled and what procedure will be followed for reconsideration. A candidate may be encouraged to provide a written response stating an understanding of how concerns are to be addressed.
4. **Denial of Endorsement** indicates that there are specific reasons why the person is not an appropriate candidate for rostered ministry in this church and ends the candidacy process. Reasons must be clearly identified in written form. The committee should ascertain that the candidacy process has been faithfully followed and document the decision. The committee should ensure that appropriate pastoral care is given when the decision is communicated and that follow-up care is available. Included in this care should be assistance to the person in identifying and affirming where his or her particular gifts for ministry might be more appropriately used in the church and community.

### Withdrawal of Endorsement.

Endorsement, though a strong word of confidence, does not ensure the committee's final approval of the candidate. Endorsement may be withdrawn by CTEL at any time during the candidacy process and communicated in writing with reasons clearly stated. A decision to withdraw endorsement shall be made on the basis of a determination that the individual is not qualified to serve in rostered ministry. A decision to withdraw endorsement ends the individual's candidacy.

### Recommendation to Examining Committee.

Endorsement continues with annual renewal throughout the candidate's preparation for ministry. When all requirements for preparation are completed, and following a positive vote by CTEL, the CTEL chairperson or relator completes a final evaluation report for the candidate's Senior Dossier. The evaluation will provide an assessment of the candidate's preparation for ministry for consideration by the Examining Committee.

### Review Procedures.

A candidate denied endorsement who believes that a committee has not followed the procedures of the ELCIC may request a review of the process. Information in this regard is available from the Synod Office and on page H-1 of this manual.

# Final Evaluation for Ordained or Diaconal Ministry

## Process

In the Lutheran tradition a person's call from God to public ministry is understood as both internal and external or mediated:

1. through an internal, personal sense of call that God is leading a person to public Christian ministry.
2. through public affirmation that the person has the character, commitment, preparation and ability to serve in a specific public ministry roster.
3. through the receipt and acceptance of a letter of call to serve in a particular ministry setting.

The responsibility for approval of candidates for rostered ministry in the ELCIC rests with the synods. The synod Examining Committee is responsible for examining candidates and recommending for or against approval. The terms of the Examining Committee are written in the synod constitution.

The decision to approve a candidate for rostered ministry is of major significance not only for the individual candidate, but for the church and the ministry settings to be served by the candidate during her or his years of ministry. A decision to approve the candidate for call is confirmation that this person is suitable to serve in a designated rostered ministry of the ELCIC according to the Constitution and Bylaws of the ELCIC.

The candidate is responsible to obtain Dossier forms from the ELCIC seminary with which they are affiliated, or from the synod office. The Dossier includes:

- dossier request and release form;
- information pertaining to ordination or consecration of the candidate;
- self-evaluation;
- evaluation by others; and
- synod CTEL report

The student submits the completed Dossier to the Synod Office.

Before an examination interview can take place, all required material of the Dossier must be received by the Synod Office. In the case of fourth-year internships, it is required that the internship be completed prior to the interview. This normally means that fourth-year interns are recommended for first call later in the year. In some cases, the final internship report may be prepared after a minimum of nine months with permission from the seminary and CTEL.

## Written Examination

The candidate obtains the written examination from the synod office.

The written examination is prepared for all rostered ministry candidates each year by the national church and distributed by the synods of the ELCIC. The essay questions are developed by a churchwide panel appointed by the Office of the Bishop, which includes bishops, pastors, diaconal ministers and seminary faculty.

The essay questions provide an opportunity for a candidate to demonstrate readiness for rostered ministry through integration of her or his own theology and practical reflection on ministry. Ordained candidates will be required to provide a sermon. It is the responsibility of the candidate to send the completed essay to his or her Synod Office by the required date.

## **The Examination Interview or Colloquy**

The examination interview or colloquy is the setting for the Examining Committee's evaluation of the candidate. The members of the committee shall read the written examination in preparation for this interview, as well as all other pertinent material from the candidate's Dossier. The purpose of the examination interview is to review and inquire in depth into the candidate's readiness for rostered ministry, that the candidate meets the requirements for ministry established by the national church.

The areas of readiness reviewed during the interview are:

1. Theological and academic competence:

The interview will focus on the candidate's knowledge of and commitment to the Christian gospel and the Lutheran Confessions. Is the candidate able to "tell the story"? Is the candidate equipped theologically and academically to be a leader within this church? Can the candidate articulate the mission of this church?

2. Spirituality and faith commitment:

The focus is on the candidate's personal faith in Jesus Christ and the spiritual maturity to demonstrate that faith as an example to others. Can the candidate give expression to a faith that is vibrant and alive? Can the candidate witness to the presence of the Triune God in his or her life?

4. Personal integrity and leadership abilities:

The issues addressed are personal integrity, the ability to care for and be respectful of others, and the commitment to live one's life as an example to others. Is the candidate able and willing to serve in the public ministry of this church in a manner that is both responsible and caring? Can this person assume a position of servant leadership in the church?

4. Call to ministry and ministry gifts

Does this candidate have the gifts, character, commitment, preparation and ability to be called to service to the whole church?

## **The Decision to Recommend for Call**

The Examining Committee makes a recommendation of the candidate following the examination interview. Three options are available:

1. **Recommendation for call and ordination or consecration** confirms readiness for public ministry. The committee affirms the candidate's character, commitment, preparation and ability to serve as a called leader in this church. This recommendation is made to the Synod Council who gives final approval.
2. **Postponement of Recommendation** indicates there are issues or conditions that must be resolved prior to being considered again. The committee provides clear directions in writing to the candidate to work on specific developmental goals and return to the committee at a later date. The candidate may be encouraged to provide a written response stating an understanding of how concerns are to be addressed.
3. **Denial of Recommendation for call and ordination or consecration** requires that reasons for this decision be clearly stated to the candidate in writing. This decision ends the person's candidacy. The committee should ascertain that the candidacy process has been faithfully followed.

Appropriate pastoral care should be arranged.

The Synod Council, upon receiving a recommendation from the Examining Committee for call and ordination or consecration, shall act on the recommendation. The Synod Council may approve or deny approval for ordination or consecration upon receipt and acceptance of a letter of call. The Synod Council's approval is valid for one year after which the Synod Council must determine whether to renew the approval.

## **Withdrawal of Recommendation for Call and Ordination or Consecration**

After approval by Synod Council, the same Synod Council may withdraw a candidate's approved status at any time prior to the candidate's receipt and acceptance of a letter of call. This action may be taken when the Synod Council believes that the candidate no longer is qualified to serve in rostered ministry. Such reason may be related to conduct that is inconsistent with or violates the standards and expectations of this church, or to a change in the candidate's personal life which would disqualify the candidate from accepting a letter of call or postpone the issuing of a call.

Action to withdraw approval should be taken by a Synod Council only after consultation with the bishop of the synod to which the candidate is assigned. Such action is reported to the synod bishop and the National Office and the seminary of the candidate.

## **Renewal**

An approved candidate who has not received and accepted a letter of call within one year of Synod Council approval must obtain a renewal of the approval decision by the Synod Council. An interview is not required for such a decision, but may be requested by the Synod Council. The renewal decision, like the original approval decision, is effective for one year and may be renewed two times. A request for renewal shall be made in writing by the approved candidate. The decision shall be communicated in writing to the candidate.

## **Re-approval**

If three years elapse without the receipt and acceptance of a letter of call by the candidate, the candidate may make a request to the synod bishop to be considered for re-approval. The re-approval process may include the following components:

1. preparation by the candidate of the current written examination; and
2. an Examination Interview with the Examining Committee.

The bishop may require a psychological and career evaluation of the candidate. Re-approval is valid for one year and can be renewed no more than two times.

## **Appeal of the Candidacy Process**

A candidate who is denied approval by an Examining Committee or whose approval is postponed *and who believes that a committee has not followed the procedures of this church* may request a review of the process. Information on this process is available from the Synod Office and on page H-1 of this manual.

# **Disputed Decisions Regarding Candidates for Ministry—Guidelines for Appeal**

These guidelines are for the use and instruction of the Synod Committee for Theological Education and Leadership, Examining Committee, and the National Bishop in those instances in which a candidate challenges a decision made regarding candidacy or recommendation for ordination or consecration. A decision may be appealed only with respect to whether or not due process was followed by the Committee whose decision is being appealed.

As provided in the Church Constitution VII,3; VIII,2; Church Bylaws III; III.1 and Synod Constitution, the Synod has the decision-making authority in all matters regarding candidacy and ordained and diaconal ministry, acting according to the guidelines of the ELCIC and the Synod.

## **A. Seeking Clarification from CTEL or the Examining Committee**

The first recourse to challenge a CTEL or Examining Committee action is for the candidate to request the committee to provide clarification of the process and rationale for its decision. Such a request may be made in person or in writing. If a written request is made, the chairperson of the CTEL or Examining Committee shall respond to the candidate in writing within 60 days. If the candidate wishes to meet in person with the committee, this should happen at the next regularly scheduled meeting. The Committee may uphold its decision or reconsider its decision.

If the candidate is unsatisfied, the second recourse is to seek a review by the National Bishop.

## **B. Seeking a Review of the CTEL or Examining Committee Decision**

If a candidate seeks a review of the decision made by CTEL or the Examining Committee, a written request stating the reason for the review shall be sent to the National Bishop (or the person or body in the national office with responsibility for guidelines for candidacy) with a copy to the chairperson of Committee whose decision is disputed. The request for review may only be made with respect to whether or not the Committee followed due process in making the decision. In the event of a request for review the chairperson of the Committee shall furnish to the National Bishop or designate a complete record of information and a written response to the request for review. The National Bishop or designate shall make a determination about whether due process was followed in the making of the decision and communicate the same in writing to the candidate and to the chairperson of the Committee. The decision of the National Bishop is final.

If in the opinion of the National Bishop or designate the Committee did not follow due process, the candidate is entitled to re-enter the candidacy process.

# Guidelines Related to Synodically Authorized Lay Ministry of the Word in the Evangelical Lutheran Church in Canada

Lay Ministry of the Word is a synodically authorized ministry that exists to provide pastoral leadership for communities whose needs cannot be met by rostered persons. Those who provide such ministry are not rostered by the Evangelical Lutheran Church in Canada but are authorized by the synod to provide a specific ministry, within a particular setting, for a specific period of time.

When such need exists, the synodical bishop, acting with the consent of the community to be served, may authorize an individual(s) to provide Lay Ministry of the Word. Such individuals will be trained and licensed to fulfill this ministry for a specified period of time and in a given location and shall be supervised by a pastor appointed by the synodical bishop. Authorization, remuneration, direct supervision, and accountability are to be determined by the bishop in consultation with the community to be served. Authorization for such service shall be reviewed every two years and renewed inasmuch as a demonstrated need for such ministry remains.

1. **Identification of Need:** Ministry needs requiring such service are identified by the bishop in consultation with the community to be served.
2. **Invitation to Service:** An individual who demonstrates the gifts for such ministry is identified and invited to consider entering a programme of preparation. This invitation comes from the synodical bishop. Such persons are not self-selected.
3. **Qualifications:** A person invited to prepare for Lay Ministry of the Word shall have been an active member of an ELCIC congregation for at least five years.

Persons who are considered for a synodically authorized ministry must meet the criteria for public ministry within a congregation or other ministry of this church, namely:

- a. evidence of mature Christian faith and commitment to Christ;
- b. knowledge and acceptance of the Confession of Faith of this church; and
- c. willingness to meet this church's expectations concerning the personal conduct and behavior of persons serving in public ministry.

Prior to entering the synod's programme of preparation an individual must:

- a. Register with the synod's Committee for Theological Education and Leadership (CTEL) or Candidacy Committee (CCOM).
- b. Consult with synodical staff and the synodical committee responsible for the synod's programme of preparation; and
- c. Demonstrate the ability and willingness to participate in a programme of preparation leading to possible service in Lay Ministry of the Word.

4. **Synodical CTCL or CCOM:** The Synod's CTCL or CCOM determines the programme of preparation for persons considered eligible for service in this ministry, and advises the bishop on the suitability of an individual for service in this synodically authorized ministry.

The Synod Committee interviews and endorses persons at the beginning of their programme of preparation, monitors their progress as they complete their programme, interviews them at the end of their programme, and if satisfied, recommends them to the synodical bishop for certification to a Lay Ministry of the Word.

5. **Programme of Preparation:** The programme of preparation is a *synodical* program leading to certification to a Lay Ministry of the Word shall normally include study in the following areas:

- a. Bible;
- b. Lutheran theology, polity, and the Lutheran Confessions;
- c. Homiletics;
- d. Worship;
- e. Leadership expectations and identity.

Upon completion of each component or course of preparation, individuals are expected to write a brief report to the Synod Committee outlining what they have learned.

6. **Authorization for Service:** Upon satisfactory completion of the programme of preparation an individual may be authorized for service. Such service shall fulfill assigned responsibilities and shall be for a specific period of time not to exceed two years and for a specific place.

Authorization for Lay Ministry of the Word shall be evidenced by an appropriate letter of appointment from the bishop that describes the terms and conditions of the authorization. The description may also limit or prohibit activities to be conducted.

A person authorized by the synodical bishop for Lay Ministry of the Word is installed in such service.

7. **Supervision and Accountability:** Lay Ministers of the Word serving in a congregational setting are directly responsible to the Congregation Council. Lay Ministers of the Word are supervised by an ordained minister appointed by the synodical bishop.

8. **Renewal and Revocation:** Renewal of authorization after two years is given only when a demonstrated need for its continuation remains. This need is determined by the synodical bishop at the request, and with the consent, of the community being served and in consultation with the supervising ordained minister. Authorization to provide such ministry may be revoked at any time by the synodical bishop, who need not specify the reason.

#### 9. Other Matters:

- Persons authorized to serve in a Lay Ministry of the Word may only do so within the synod that has provided such authorization.
- A synod may consider authorizing an individual trained and authorized by another synod, based on the individual's qualifications and ability to meet the new synod's criteria for authorized ministry.
- Persons authorized for such ministries will not wear clerical garb (e.g., clerical collars or clerical stoles).
- The title "Pastor" is reserved for ordained ministers of Word and Sacrament and is not to be used by those authorized for Lay Ministry of the Word.
- Lay Ministers of the Word are not to offer pastoral counselling as a part of their ministries.

\*\*Upon satisfactory completion of the programme of preparation, an individual may be certified as available for service within the synod. There is no guarantee of service within the synod and completion of a programme of preparation does not mean that authorization for service will necessarily follow. Persons may participate in a synodical programme of preparation to be enriched and equipped to serve within their congregations and in the world in the ministry of the baptized with no intention of becoming authorized.

# Candidacy Manual

## Glossary of Terms

**ATS/Association of Theological Schools**—an accrediting body for theological schools in North America.

**Candidacy**—the process of registration, endorsement, preparation, and certification of persons for rostered ministries of the ELCIC.

**CCOM/Candidacy Committee**—in some synods the name given to the committee responsible for assessing the gifts and encouraging the development of those who seek candidacy for ordained or consecrated ministry in the ELCIC. See CTEL.

**Colloquy/Final Examination**—the final evaluation of a candidate by the examining committee including a written examination and evaluation interview, resulting in a recommendation to the synod council for approval for call.

**Consecration**—the liturgical setting apart of a person as a diaconal minister of the church.

**CTEL/Committee for Theological Education and Leadership**—a synod committee with the responsibility for assessing the gifts and encouraging the development of those who seek candidacy for ordained or consecrated ministry in the ELCIC. “CTEL” is used throughout the manual to mean both CTEL and CCOM.

**Developmental Interview**—annual interview by CTEL members with a candidate to affirm gifts, abilities and progress, identify annual growth goals, and assist the CTEL in making its endorsement.

**Diaconal Minister**—a person called and consecrated to serve the church with primary responsibility for witnessing to the gospel through a ministry of service mandated by the Word and Sacraments that enables and equips the people of God in their ministry.

**Dossier/Senior Dossier**—a file of materials collected by the candidate for use by the examining committee in final evaluation and by synod bishops in recommendation for first call.

**Endorsement**—approval given by CTEL for a candidate to enter theological studies and otherwise prepare for rostered ministry. Students are required to receive annual endorsement to continue in preparation for ordained or consecrated ministry.

**Examining Committee / Colloquy Committee**—a synod committee responsible to examine candidates for ordination or consecration or for reception from other Lutheran churches with whom mutual recognition of ministry has not been established and to present recommendations to the synod council.

**Formation Event**—an event for diaconal ministry candidates to gain insight and knowledge about diaconal ministry and assist them in shaping their course of study and field experience in preparation for consecrated ministry.

**Ordained Minister/Pastor**—a person called and ordained to serve through a ministry of Word and Sacrament as a means of creating and nourishing faith in the church.

**Ordination**—the liturgical setting apart of a person as an ordained minister of this church.

**Public Ministry**—service under call of the church in one of the rostered ministries of the ELCIC, namely ordained ministry and diaconal ministry.

**Registration**—the application process by which a candidate seeks endorsement from the CTEL. A candidate is registered when all application materials are filed with the CTEL.

**Relator**—a CTEL member assigned to be a liaison and conduit of information between the CTEL and the candidate during the candidacy process.

**Residency/Lutheran Formation**—for candidates attending a non-ELCIC seminary, a requirement to complete a minimum one-year residency at an ELCIC seminary.

**Rostered Ministry**—service under call of the church in one of the two authorized public ministries of the ELCIC, namely ordained ministry and diaconal ministry.

**Seminary Affiliation**—a signed agreement with an ELCIC seminary required for candidates attending non-ELCIC seminaries.

**Structured Interview**—during registration, trained interviewers meet with a candidate to discuss the individual's discernment of call, readiness for preparation, sense of vocation, personal involvement in the church, faith life experience and understanding of ministry.

(Updated 10-30-2009)

**ARTICLE VII****Ordained Ministers**

Section 1. God has instituted the office of the ordained ministry, that is, the ministry of Word and Sacrament, as a means of creating and nourishing faith within the Church.

Section 2. Each synod shall establish a roster of ordained ministers. The administrative bylaws of this church shall define the standards for acceptance into its ordained ministry, and for the admission and continuance of individuals on its roster of ordained ministers in a manner consistent with this article. Each synod shall maintain its roster of ordained ministers in accordance with such standards. Each ordained minister must covenant to abide loyally by the constitution, administrative bylaws and enactments of this church and of the synod.

Section 3. Ordination of candidates and reception of ordained ministers shall be the function of the synods, acting on behalf of this church. Synods shall also have responsibility for recruitment, approval and supervision of all candidates for the ordained ministry. An applicant who is an ordained minister in good standing of a church with which this church has established a mutual recognition of ministers shall upon acceptance of a call within this church be received by a certificate of transfer or equivalent documentation. Applicants for ordination or for reception from other churches shall appear before the examining committee of the synod, and can be ordained or otherwise admitted only upon recommendation by such committee. The members of the examining committee shall be appointed or elected by the synod.

Section 4. Each ordained minister shall conform in preaching and teaching to the Confession of Faith of this church and shall lead a life befitting the office.

Section 5. No ordained minister shall belong to any organization, which in its documents, rites or practices contradicts the gospel of salvation through faith in Jesus Christ.

Section 6. Subject to the provisions of the administrative bylaws of this church each ordained minister, except those who are retired or disabled, shall be in possession of a call from a congregation, a synod or this church itself.

Section 7. Each ordained minister of this church shall be a member of one of its synods and also, unless this requirement is waived in an exceptional case in accordance with the administrative bylaws, of one of its congregations.

Section 8. The discipline of ordained ministers on a synod's roster shall be the responsibility of the synod and shall be dealt with in the manner set out in the administrative bylaws of this church. A synod shall form a Committee of Discipline whenever necessary. The structure, composition and responsibilities of a Committee of Discipline, and its procedures, shall be as set out in the administrative bylaws of this church. Disciplinary action may be appealed by an ordained minister who has been disciplined to the Court of Adjudication, whose decision therein shall be final (cf. Article XVIII, 9, 10).

(2009, Twelfth Biennial Convention of the ELCIC)

## ELCIC Constitution

### ARTICLE VIII

#### Diaconal Ministers

Section 1. A synod may admit individuals as diaconal ministers. In doing so the synod shall comply with and administer the provisions of this article and shall maintain a roster of those admitted and continued as diaconal ministers.

Section 2. Consecration of candidates as and reception of diaconal ministers shall be the function of the synods. Synods shall also have responsibility for recruitment, approval and supervision of all candidates for the diaconal ministry. Applicants for consecration or for reception shall appear before the examining committee of the synod, and may be consecrated or otherwise admitted only upon recommendation by such committee. The members of the examining committee shall be appointed or elected by the synod.

Section 3. Each diaconal minister shall covenant to abide loyally by the constitution, administrative bylaws and enactments of this church and of the synod.

Section 4. Each diaconal minister shall conform in teaching to the Confession of Faith of this church and shall lead a life befitting the office.

Section 5. Subject to the provisions of the administrative bylaws of this church each diaconal minister, except those who are retired or disabled, shall be in possession of a call from a congregation or a synod or this church itself. Under the conditions stated in the administrative bylaws, a diaconal minister on leave from call may be retained on the roster of diaconal ministers from year to year for no more than three consecutive years by action of the appropriate synod. A diaconal minister on leave from call for parental leave or study leave may be granted an additional five consecutive years by action of the appropriate synod.

Section 6. The synod shall be responsible for discipline of diaconal ministers on its roster. A Committee on Discipline shall be formed, when necessary. The composition and responsibilities of the Committee on Discipline shall be set out in the administrative bylaws. Disciplinary action may be appealed to the Court of Adjudication, whose decision therein shall be final.

(2009, Twelfth Biennial Convention of the ELCIC)

PART III

ROSTERED MINISTERS-ORDAINED

(Constitution, ARTICLE VII)

Section 1. Standards for Acceptance.

To be eligible for ordination or acceptance onto the roster of ministers of this church, a candidate must have accepted a call (which call may be subject to the candidate's ordination) and must have met the standards set forth in the candidacy manual of this church.

Section 2. Colloquy.

Synodical examining committees shall interview all candidates for ordination and all persons applying for acceptance on the roster of ministers and shall ensure their:

- a) Acceptance of and adherence to the Confession of Faith of this church;
- b) Fulfilment of academic requirements; and
- c) Personal qualifications for carrying out the functions of ordained ministry.

Section 3. Continuance on the Roster of Ministers

- a) In order to remain on the roster of ministers of this church, each ordained minister must be in possession of a proper call, be on leave from call, or be an individual who has been suspended from exercising the office and privileges of the ordained ministry, in accordance with these administrative bylaws. A synod council may remove an individual from the roster of ministers for reasons established in ARTICLE VII of the constitution or in accordance with the provisions of this Part.
- b) Calls may be issued for the ministries specified below by the agencies indicated:

	Type of Ordained Ministry	Source of Call
i.	Parish pastor	Congregation
ii.	Bishop of the church and other officers	Convention of this church
iii.	Staff of this church	National Church Council
iv.	Synod bishop and other officers	Synod Convention
v.	Staff of synod	Synod Council
vi.	Staff of an educational or eleemosynary	Synod Council on whose Territory the institution or agency carried out its functions
vii.	Staff of Federation of Lutheran Churches	National Church Council
viii.	Staff of nationwide inter-Lutheran agency	National Church Council
ix.	Staff of a provincial agency or institution	Synod Council
x.	Staff of an interdenominational agency	National Church Council

xi.	Chaplain in the armed forces or in an institution operated by the federal government	National Church Council
xii.	Pastor developing a new congregation	Synod Council
xiii.	Pastor of an independent congregation in territory the Canada	Synod Council on whose congregation is situated
xiv.	Pastor serving an institution or agency outside of Canada	National Church Council
xv.	World missionary	National Church Council
xvi.	Pastor serving in a congregation under synod supervision	Synod Council
xvii.	Ministries not otherwise provided for territory the (as in conjunction with occupations in unusual National Church ministries in approved situations)	Synod Council on whose ministry is located or Council if the ministry involves more than one synod or is outside Canada, upon recommendation of the Conference of Bishops Synod Councils
xviii.	Pastor ordained through the Alternative Route	Synod Councils

- c) All ordained ministers of this church shall make an annual report of their ministry to their synod bishop.
- d) Each ordained minister shall, when eligible, participate in the benefit plan and in the pension plan referred to in Part XIV unless, with respect to the pension plan, such ordained minister is required to participate in another registered pension plan as defined in section 147.1 of the Income Tax Act. An ordained minister required to participate in another registered pension plan shall provide proof of such participation to the committee or board appointed to administer the pension plan established for ordained ministers of this church.

Section 4. No ordained minister of this church shall divulge any confidential disclosure given in the course of the care of souls or otherwise in a professional capacity, except with the express permission of the person involved, or where required by law, or in order to prevent the commission of a crime.

Section 5. Ordained ministers on the faculty of the Lutheran Theological Seminary must maintain status on the roster of ministers of the British Columbia Synod of the Evangelical Lutheran Church in Canada, the Alberta Synod of the Evangelical Lutheran Church in Canada, the Saskatchewan Synod of the Evangelical Lutheran Church in Canada or the Manitoba/Northwestern Ontario Synod of the Evangelical Lutheran Church in Canada. The synod in which the faculty member will be rostered will be decided by the Board of Governors of Lutheran Theological Seminary.

Section 6. An ordained minister of this church who accepts a call in another Lutheran church shall, upon application to the bishop of the synod, be entitled to a certificate of transfer.

Section 7. Except as provided for in Section 5 above, an ordained minister of this church who enters the ministry or joins a congregation of a church other than this church shall cease to be a member of this church and shall be removed from the roster of ministers.

Section 8. An ordained minister may voluntarily resign from the ministry by giving written notice to the bishop of the synod. Request for reinstatement shall be submitted to the synod examining committee. Upon favourable action by this committee, the bishop shall declare the person eligible for a call. Upon acceptance of a call, the person shall be reinstated on the roster of ministers.

A person who has failed to be approved by one synod may re-apply only to the same synod. If the second application is declined, the candidate may appeal to the National Church Council through the bishop of this church for an exception to this regulation.

Section 9. An ordained minister serving under a call shall not engage in an additional occupation without approval of the calling authority and the bishop of the synod.

Section 10. An ordained minister desiring to be on leave from call shall make application to the bishop of the synod, who shall bring the request to the synod council for action. The synod council may grant the application for a period of up to three years, subject to an annual review, at which time the status of "on leave from call" may be cancelled by the synod council. Before cancelling the status of "on leave from call" the synod council shall give an individual 90 days written notice of intention to consider such cancellation. The action of the synod council may be appealed to the Court of Adjudication within 45 days of receiving notification of the action of the synod council. The decision of the Court of Adjudication shall be final. An ordained minister who has been granted status "on leave from call" may apply for an extension of such leave for an additional five years based upon parental or study leave. When the time granted for "on leave from call" has expired, the synod council shall remove the ordained minister from the roster of ministers.

Section 11. Upon application, the status of retired shall be granted by synod council to an ordained minister who has attained the age of 55 years or who has 30 years of service.

Section 12. Discipline

A synod shall undertake to put in place the following provisions to deal with the discipline of ordained ministers:

The synod council shall subject an ordained minister to discipline for:

- a. Preaching or teaching of doctrine in conflict with the confession of faith of this church (Constitution, ARTICLE II);
- b. Conduct unbecoming an ordained minister;
- c. Willful disregard for or violation of the functions and standards established by this church for the office of Word and sacrament; an
- d. Willful disregard of the constitution, administrative by-laws or enactments of this church or of the synod.

The National Church Council may from time to time establish guidelines to define or to assist in the interpretation of the above grounds for discipline.

The National Church Council shall also maintain a *Manual on Discipline of Ministers* containing materials which provides guidance to individuals involved in a process dealing with a complaint against, or the discipline, of an ordained minister.

Section 13.

- a. Upon removal of suspension by a synod council, an ordained minister who was suspended from the office and privileges of the ordained ministry may apply for status of "on leave from call" as provided in Section 10.
- b. After three years an ordained minister suspended from the office and privileges of the ordained ministry by a synod council shall be removed from the roster of ministers by the synod council which suspended such individual unless, within three years of the date of such suspension, that synod council receives evidence satisfactory to it of repentance and amendment of life.

Section 14. An ordained minister under discipline by a synod or otherwise removed by it from the roster of ministers must be restored by that synod to good standing before becoming eligible for acceptance by another synod. If not restored by that synod, the ordained minister may appeal to the National Church Council through the bishop of this church for an exception to this ruling.

#### PART IV

#### ROSTERED MINISTERS-DIACONAL

(Constitution, ARTICLE VIII)

Section 1. Standards for Acceptance.

To be eligible for consecration into the diaconal ministry, a candidate must have accepted a call (which call may be subject to the candidate's consecration) and must have met the standards set forth in the candidacy manual of this church.

Section 2. Colloquy.

The synod shall appoint synodical examining committees which shall interview all candidates for consecration and all persons applying for acceptance on the roster of ministers and shall ensure their:

- a. Acceptance of and adherence to the Confession of Faith of this church;
- b. Fulfillment of academic requirements; and
- c. Personal qualifications for carrying out the functions of diaconal ministry to which a call has been extended.

Section 3. Continuance on the Roster of Ministers

- a. In order to remain on the roster of ministers, each diaconal minister must be in possession of a proper call or be on leave from call or be an individual who has been suspended from exercising the office and privileges of the diaconal ministry, in accordance with these administrative bylaws. A synod council may remove an individual from the roster of ministers in accordance with the provisions of this Part.
- b. Calls may be issued for the ministries specified below by the agencies indicated:

Type of Diaconal Ministry	Source of Call
i. Congregational Diaconal Minister	Congregation
ii. Officers of this church	Convention of this church
iii. Staff of this church	National Church Council
iv. Synod officer	Synod Convention
v. Staff of the synod	Synod Council
vi. Staff of an educational or eleemosynary institution or agency	Synod Council on whose territory the institution or agency carried out its functions
vii. Staff of federation of Lutheran Churches	National Church Council
viii. Staff of nationwide inter-Lutheran agency	National Church Council
ix. Staff of a provincial agency or institution	Synod Council
x. Staff of an inter- denominational agency	National Church Council
xi. Chaplain in an institution operated by the federal government	National Church Council
xii. Congregational diaconal minister of an independent congregation in Canada	Synod Council on whose territory the congregation is situated
xiii. Diaconal minister serving an institution or agency outside of Canada	National Church Council
xiv. World missionary	National Church Council
xv. Ministries not otherwise provided for (as in conjunction with occupations in unusual Church ministries in approved situations).	Synod Council on whose territory the ministry is located or National Council if the ministry involves more than one synod or is outside Canada, upon recommendation of the Conference of Bishops.
c.	All diaconal ministers shall make an annual report of their ministry to their synod bishop.
d.	Each diaconal minister shall, when eligible, participate in the benefit plan and in the pension plan referred to in Part XIII unless, with respect to the pension plan, such diaconal minister is required to participate in another registered pension plan as defined in section 147.1 of the Income Tax Act. A diaconal minister required to participate in another registered pension plan shall provide proof of such participation to the committee or board appointed to administer such pension plan.
Section 4.	No diaconal minister shall divulge any confidential disclosure given in the course of the care of souls or otherwise in a professional capacity, except with the express permission of the person involved, or where required by law, or in order to prevent the commission of a crime involving violence.
Section 5.	If a diaconal minister resides at too great a distance from any congregation to be able to sustain a living relationship thereto, the bishop of the synod may grant permission to hold membership in a congregation of another church.
Section 6.	A diaconal minister who enters the ministry or joins a congregation of a church other than this church shall be removed from the roster of ministers except as

provided for in Section 5.

- Section 7. A diaconal minister may voluntarily resign from the ministry by giving written notice to the bishop of the synod. Request for reinstatement shall be submitted to the synod examining committee. Upon favourable action by this committee, the bishop of the synod shall declare the person eligible for a call. Upon acceptance of a call, the person shall be reinstated on the roster of ministers.
- A person who has failed to be approved by one synod may re-apply only to the same synod. If the second application is declined, the candidate may appeal to the National Church Council through the bishop of this church for an exception to this limitation.
- Section 8. A diaconal minister serving under a call shall not engage in an additional occupation without approval of the calling authority and the bishop of the synod.
- Section 9. A diaconal minister desiring to be on leave from call shall make application to the bishop of the synod or other calling authority, who shall bring the request to the synod council or council of other calling authority for action. The synod council or other calling authority may grant the application for a period of up to three years, subject to an annual review, at which time the status of "on leave from call" may be cancelled by the synod council or other calling authority. Before cancelling the status of "on leave from call" the synod council or other calling authority shall give an individual 90 days written notice of intention to consider such cancellation. The action of the synod council or other calling authority may be appealed to the Court of Adjudication within 45 days of receiving notification of the action of the synod council or other calling authority. The decision of the Court of Adjudication shall be final. A diaconal minister who has been granted status "on leave from call" may apply for an extension of such leave for an additional five years based upon parental or study leave. When the time granted for "on leave from call" has expired, the synod council shall remove the diaconal minister from the roster of ministers.
- Section 10. Upon application, the status of retired shall be granted by synod council or other calling authority to a diaconal minister who has attained the age of 55 years or who has 30 years of service.
- Section 11. Discipline (Diaconal Ministers)
- The Synod Council shall subject a diaconal minister to discipline for:
- a. Preaching or teaching of doctrine in conflict with the confession of faith of this church;
  - b. Conduct unbecoming a diaconal minister;
  - c. Willful disregard for or violation of the functions and standards established by this church for the office of Diaconal Ministry; and
  - d. Willful disregard of the constitution, bylaws or enactments of this church or of the synod.
- The National Church may from time to time establish guidelines to define or to assist in the interpretation of the above grounds for discipline.
- The National Church Council shall also maintain a *Manual on Discipline of Ministers* containing material which provides guidance to individuals in a process dealing with a complaint against, or the discipline of, a diaconal minister.
- Section 12.

- a. Upon removal of suspension by a synod council, a diaconal minister who was suspended from the office and privileges of the diaconal ministry may apply for status of "on leave from call" as provided in Section 9.
- b. After three years a diaconal minister suspended from the office and privileges of the diaconal ministry by a synod council shall be removed from the roster of ministers by the synod council which suspended such individual unless, within three years of the date of such suspension, that synod council receives evidence satisfactory to it of repentance and amendment of life.

Section 13 A diaconal minister under discipline by a synod or otherwise removed by it from the roster of ministers must be restored by that synod to good standing before becoming eligible for acceptance on the roster of ministers by another synod. If not restored by that synod, the diaconal minister may request an exemption from this limitation from the National Church Council.

Section 14 All diaconal ministers consecrated by the ELCIC have the right to use the title Deacon.

(2009, Twelfth Biennial Convention of the ELCIC)

# ELCA/ELCIC Internship Standards and Guidelines

Adopted by the Board of the Division for Ministry  
Evangelical Lutheran Church in America  
October 18–20, 1991

Adopted by the Evangelical Lutheran Church in Canada  
April, 1992

## Introduction

The Evangelical Lutheran Church in America and the Evangelical Lutheran Church in Canada require their candidates for ordination to satisfactorily complete one year of internship. Internship provides candidates with educational experiences and appropriate participation in acts of ministry to assist in developing the attitudes, understandings and skills necessary for the exercise of the pastoral office. Normally congregations and pastor-supervisors approved by these churches' seminaries and synodical bishops provide the settings and guidance for internships. To facilitate the internship program, the Division for Ministry (ELCA) and the Division for Theological Education and Leadership (ELCIC) have adopted the following standards and guidelines for the internship programs. The seminaries publish their own internship manuals which provide further policies and procedures. Additional policies and procedures related to the *ELCA/ELCIC* Horizon Internship Program are available from the seminaries, participating synods and either the Division for Ministry or the Division for Theological Education and Leadership.

## Standards

The following standards apply, under normal circumstances, to the internship programs of both the Evangelical Lutheran Church in America and the Evangelical Lutheran Church in Canada. Responsibility for interpreting and authorizing exceptions resides with the Division for Ministry in the ELCA and the Division for Theological Education and Leadership in the ELCIC, the seminaries and the synods, as appropriate.

## Standards Relating to Interns

1. Internship involves full-time supervised ministry experience for one year. Under exceptional circumstances and with the approval of the candidate's synodical candidacy committee and the seminary supervising the internship, approval may be granted for involvement to be less than full time with a corresponding lengthening of the duration of the internship. With the approval of seminary and candidacy committee, a unit of approved supervised clinical ministry experience may be counted as part of the internship year.

2. Interns are candidates for ordination who are endorsed by a synodical candidacy committee and enrolled in or affiliated with an *ELCA/ELCIC* seminary, have completed satisfactorily a minimum of two years in an accredited Master of Divinity program, and are approved for internship placement by a seminary of this church. The internship normally occurs in the third year of the seminary four-year degree program.
3. Interns are placed in approved settings by the seminaries. Prior to placing an intern, the seminary internship director consults with the candidate and the candidate's synodical candidacy committee about the type and general geographic location of a setting for the candidate and any proposed learning experiences and goals.

### **Standards Relating to Settings**

1. Settings which exclude prospective interns from consideration on the grounds of race, gender, age, or ethnic group are not appropriate for the placement of candidates.
2. Settings, with the exception noted in 4 below, are approved by the seminary which places the candidate and by the bishop of the synod related to the setting.
3. Settings normally are congregationally based. A non-congregational ministry may serve as an internship setting if it provides a candidate with significant educational opportunities for ordained ministry. Settings outside of Canada and the United States require approval by the Division for Global Missions/ Division for World Mission.
4. Settings shall be reviewed and evaluated periodically by the seminaries and in consultation with synodical bishops.
5. Horizon internship sites are approved by the Horizon Internship Coordinating Committee on the recommendation of the seminary internship directors and appropriate bishops.

### **Standards Relating to a Pastor-Supervisor**

A pastor-supervisor shall:

1. be an ordained Lutheran minister, having been ordained for a minimum of three years, and normally in the setting for a minimum of one year;
2. be committed to internship as an educational component in the preparation of candidates for ordained ministry;
3. be approved as a pastor-supervisor by her/his synodical bishop and the appropriate seminary;
4. be an effective model for and guide to the intern with regard to personal faith, devotional practice, conduct, public ministry, and participation in the wider church; and
5. provide opportunities for the intern to be broadly and appropriately engaged in ministerial activities, fitting supervision, and personal support.

## **Standards Relating to Lay Leadership in the Setting**

The lay leadership of the setting approved for an internship placement shall:

1. be committed to internship as an educational component in the preparation of candidates for the ordained ministry;
2. provide opportunities for the intern to be broadly and appropriately engaged in ministerial activities;
3. furnish adequate and appropriate pastoral supervision for the intern;
4. provide adequate support to the intern, including a committee of laity which will give the intern guidance and evaluation in conjunction with the pastor-supervisor; and
5. plan for the costs of the internship program as recommended by the Division for Ministry/Division for Theological Education and Leadership to be met.

## **GUIDELINES FOR IMPLEMENTATION**

### **Guidelines for Synods**

To implement the standards the following guidelines apply. The synodical bishop shall:

1. participate with the seminaries in identifying, encouraging, and advising appropriate congregations and potential pastor-supervisors to consider engaging in the internship program;
2. develop and maintain effective patterns and means of communication with seminary representatives relative to the approval of settings and pastor-supervisors, as well as the evaluation of current and potential internship settings and pastor-supervisors; and
3. provide opportunities for *ELCIC/ELCA* interns on the territory of the synod to become conversant with the programs and functions of the *ELCIC/ELCA*, the synod, and structural units within synods.

The synodical candidacy committee shall:

1. at the point of endorsement, consider requests for equivalences for internship credit or alternatives from the normal pattern of penultimate, congregationally based internship;
2. advise students from their synod at *non-ELCIC/ELCA* seminaries to affiliate with one *ELCA/ELCIC* seminary during the first year of their academic program in order to meet prerequisites for an eventual *ELCIC/ELCA* internship;
3. inform the seminary internship director before November 15 of concerns related to the type, general geographic location, and learning goals and experiences to be considered in a candidate's internship;
4. advise the candidate at the conclusion of the internship concerning any further academic work; and

5. receive from the seminary the written evaluations regarding the candidate's internship experience prior to the approval decision of the candidate by the candidacy committee.

## **Guidelines for ELCIC/ELCA Seminaries**

The seminaries shall:

1. provide adequate policies, procedures, resources, and staffing to maintain an internship program for ordained ministry in this church;
2. develop and distribute to interns and internship settings a manual which delineates the seminary's policies and procedures concerning internships;
3. develop and maintain effective patterns and means of co-operation with synodical bishops concerning the development and approval of appropriate settings and pastor-supervisors;
4. confer with the synodical candidacy committee prior to placement about the type of internship, general geographic location, and learning goals and experiences for the candidate, and determine that the candidate retains endorsed status;
5. provide programs to orient and train new pastor-supervisors and to further the development of experienced pastor-supervisors;
6. establish and maintain efficient and effective means to acquaint pastor-supervisors and candidates with one another prior to placement;
7. orient prospective interns to the prospective internship year and provide effective means by which returning interns will share their experiences and plan their future academic work in light of their internship;
8. confer with synodical candidacy committees as necessary and supply the evaluations at the conclusion of the internship prior to the approval decision of the candidate by the committee;
9. make internship assignments normally by April 15;
10. provide guidance and support during the internship year in a variety of ways including site visits; and
11. if necessary, terminate an internship.

## **Guidelines for Candidates for the Ordained Ministry**

Candidates for the ordained ministry will:

1. apply for internship through the internship office of their seminary, or, if attending a *non-ELCIC/ELCA* seminary, through the *ELCIC/ELCA* seminary with which they are affiliated;
2. develop broad learning goals for the internship year in consultation with the synodical candidacy committee and members of the seminary faculty to be used in considerations leading to placement;

3. develop specific and agreed upon learning goals in consultation with seminary faculty and the pastor-supervisor once placement has been made;
4. conduct himself/herself in a manner appropriate for one preparing to become an ordained minister, for ELCIC candidates as described in the document, "Vision and Expectations - Ordained Ministers in the Evangelical Lutheran Church in America";
5. seek to develop and maintain sound and effective relationships, especially with the pastor-supervisor, other staff members in the setting, the internship committee, and the governing body in the setting;
6. maintain appropriate contacts with her/his synodical bishop and candidacy committee and seminary, including the submission of reports and evaluations when requested by the seminary;
7. engage in personal prayer, study, and theological reflection and discussion on issues related to ministry;
8. develop and practise principles of ministerial ethics pertinent to staff ministries and mutual support in ministry with the assistance of the pastor-supervisor;
9. attend internship cluster meetings, conference meetings, and synodical events with the pastor-supervisor and participate in appropriate community groups and activities;
10. become conversant with the policy, programs, curriculum, official documents, and official statements of the *ELCIC/ELCA*; and
11. inform the seminary internship director in a timely manner of any difficulties which arise in the course of the internship.

### **Guidelines for Lay Leadership in the Setting**

The lay leadership of a setting shall:

1. inform the synodical bishop of the desire to engage in the internship program and to gain the necessary approvals by the bishop for the setting and the pastor-supervisor;
2. consider the potential impact of the internship program on the pastor-supervisor's time and energy, the setting's programs, financial and other resources, as well as accessibility for physically challenged persons before applying for an intern;
3. secure the necessary agreements, commitments, and authorization from the pastor-supervisor, council or governing board, and congregation or agency to apply for an intern (Application is made to only one seminary. Each application will be treated as an application to all *ELCA/ELCIC* seminaries.);
4. authorize the selection of a committee of laity to provide support and guidance for the intern in conjunction with the pastor-supervisor and assist in enabling the intern's partnership with other congregational and community members;
5. maintain the conditions of the internship and its learning goals unless these are altered or

terminated in consultation with the seminary;

6. provide broadly diversified opportunities and support for the intern and special opportunities for service unique to the setting; and
7. include the intern (and his/her family) in the life and programs of the congregation.

## **Guidelines for Pastor-Supervisors**

The pastor-supervisor shall:

1. share with and involve the intern in all aspects of ministry as appropriate, assisting and sharing accountability with the intern to achieve mutually agreed upon learning goals;
2. serve as a model or mentor for an intern in roles such as theologian, worship leader, preacher, teacher, visitor, counsellor, congregational and community leader, and administrator;
3. reflect on the pastoral ministry and the intern's work and well being in weekly supervisory sessions;
4. guide the intern in developing responsible and effective partnership in ministry with laity;
5. know and support the polity, policies, and positions of this church and instruct the intern about these matters;
6. participate in the life of the synod and provide opportunities for the intern to experience and participate in synodical programs and events, as well as in appropriate local ecumenical, interfaith, and community organizations and activities;
7. participate in continuing education;
8. participate in pastor-supervisor training programs provided by the seminary for new and experienced pastor-supervisors;
9. support the internship committee and facilitate its functioning;
10. attend internship cluster meetings regularly with the intern;
11. co-operate with the seminary, particularly in regard to the policies and practices contained in the seminary internship manual;
12. provide application materials, reports, and evaluations to the seminary and the intern's synodical candidacy committee;
13. maintain the conditions of the internship unless these conditions are altered or terminated in consultation with the seminary; and
14. make it understood that the intern shall not preside at Baptism (except in the case of emergency) or Holy Communion without specific authorization of the synodical bishop, and then only in extraordinary circumstances, in keeping with the policies of these churches.

# APPROVED THEOLOGICAL COURSES FOR DIACONAL CANDIDATES

The motion taken by the Working Group on Leadership and Ministry reads:

Motion WGLM-99-2 that the basic Foundational course work in Theological Education for Diaconal Ministry shall include a minimum of one year of studies at the Bachelor level or 30 credit hours. At least one course must be completed in each of the following areas:

- Biblical Studies - Old Testament
- Biblical Studies - New Testament
- Lutheran Theology and Confessional Writings
- Church History
- Ethics
- Theology of Diaconal Ministry

Additional courses should include Practical Theology appropriate to the specialization of the candidates. All theological credits must be earned through courses taken at an accredited college or seminary of this church or through a course of study approved by CTEL based on guidelines developed by the Working Group for Leadership in Ministry of the ELCIC. Candidates are encouraged to consider the Master of Theological Studies offered at Lutheran Theological Seminary and Waterloo Lutheran Seminary.

The following courses are currently approved. Courses offered at non-ELCIC schools are subject to periodic review.

## **A. BACHELOR'S LEVEL WORK**

### **1. Augustana University College**

#### Biblical Studies - Old Testament

REL 112/212 Introduction to the Hebrew Bible in Translation  
REL 216 The Hebrew Prophets

#### Biblical Studies - New Testament

REL 122/222 Introduction to the New Testament  
REL 107 Jesus of Nazareth in Biblical Scholarship  
REL 221/321 Johannine Literature  
REL 223 Synoptic Gospels  
REL 226 Pauline Epistles

#### Lutheran Theology - Confessional Writing

REL 235/335 The Reformation Era  
REL 246/346 The Augustana  
REL 247/347 Theology of Luther

#### Church History

no courses

Ethics

REL 257 Modern Ethics

**2. Luther College (University of Regina)**

Biblical Studies - Old Testament

HUM 202 Biblical Literature-Hebrew Bible

HUM 204 Biblical Literature-Old Testament Prophets

Biblical Studies - New Testament

HUM 203 Biblical Literature-New Testament

HUM 205 Biblical Literature-New Testament-Epistles

RLST 200 Jesus of Nazareth

RLST 310 Johannine Thought: Gospel and the Letters of John

Lutheran Theology and Confessional Writings

RLST 244 Issues in Reformation Thought

Church History

RLST 250 Religion in Canada

Ethics

**3. Concordia University College (Edmonton)**

Parish Worker degree program

Religious Studies

H-280 The Lutheran Church in Canada

Church History

**4. North American Baptist College (Edmonton)**

Religion 102 Old Testament Literature

Christian Ethics

**B. MASTER'S LEVEL WORK**

**1. Lutheran Theological Seminary (LTS)**

Course of Study for the Master of Theological Studies (MTS)

The MTS degree is granted to students upon fulfillment of all requirements including a Bachelor's degree or equivalent from a recognized university or college and an accumulated average of not less than 65 percent in the twenty-two courses presented for graduation.

Core Curriculum

Old Testament

BL110, BL111 Old Testament Introduction and History

New Testament

BL115, BL156 New Testament Introduction

History

HL111 Early Christianity

HL112 The Reformation

### Systematics

SL110 Systematics I

SL111 Systematics II

SL330 Contemporary Theology

SL150 Foundations of Christian Ethics

### Pastoral Theology

A minimum of two electives in the pastoral area.

### Restricted Elective Curriculum

A major field shall consist of no less than six courses (inclusive of the required courses in each department) in one of the following areas:

1. Old Testament
2. New Testament
3. Systematics
4. History
5. Pastoral Theology

A minor field shall consist of no less than four courses (inclusive of the required courses in each department) in an area other than the major. A minor in Systematics, however, shall consist of no less than five courses.

### Free Electives

The remaining courses needed to make up the total of twenty-two are considered free electives.

## **2. Waterloo Lutheran Theological Seminary (WLS)**

Course of study for the Master of Theological Studies in diaconal preparation and the certificate of Diaconal Studies

### Term I: Fall

500A-20 Literature and History of the Old Testament: Foundations

500C-20 Literature and History of the New Testament: Foundations

540A-30 Introduction to Christian Doctrine I

561D-40 Introduction to Worship (Liturgics) (Including field work)

### Term II: Winter

500B-02 Literature and History of the Old Testament: Development

500D-02 Literature and History of the New Testament: Development

540B-03 Introduction to Christian Doctrine II

560B-06 Contextual Ministry II (Including field work)

### Term III: Spring

1 Quarter Clinical/Supervised Pastoral Education

### Term IV: Fall

520A-30 Church History—The Reformation

621E-30 Study of the Lutheran Confessions

680A-20 Comprehensive Seminar I (Thesis)

1 course Elective

Term V: Winter

520B-03 Church History—Modern

680B-03 Comprehensive Seminar II (Thesis)

640B-03 Christian Ethics

1 course Pastoral Care Elective

Persons who possess an undergraduate degree from an accredited academic institution and successfully complete the above program will receive an MTS degree. Though not required for the degree, an additional elective course can be taken in each of terms I, II, IV, and V if desired. Normally M.Div. students take five courses a term. Waterloo Lutheran Seminary operates on a 3 term (semester)/year system.

Persons who do not possess an undergraduate degree and successfully complete the above program (except for Comprehensive Seminar I and II, and the quarter of Clinical/ Supervised Pastoral Education) will receive a Certificate of Diaconal Studies.

All persons pursuing either an MTS in Diaconal Preparation or a Certificate of Diaconal Studies must be endorsed by their church and their Diaconal Community.

## **C. THEOLOGY OF DIACONAL MINISTRY**

1. Deaconess Community of the ELCA/ELCIC:

**“Diaconal Ministry: Discernment, History and Formation”** (J-term course).

<http://www.elca.org/Growing-In-Faith/Vocation/Rostered-Leadership/Deaconess-Community.aspx>

Each year, the Deaconess Community and a rotating seminary offer a course designed for those interested in learning more about the history of "diakonia".

The course covers the history of diakonia through the centuries, its present expressions, and its future possibilities. The course allows students time to examine and discern their own call to ministry, as well as provide opportunity for individual and communal spiritual formation. Students will explore the development of spiritual disciplines essential to all Christians, particularly to rostered leaders. It offers a full seminary credit particularly in Church History.

2. Lutheran Deaconess Association:

**“Theology of Diaconal Ministry”** (on-line course, through Valparaiso University) [www.thelda.org](http://www.thelda.org)

THEO 451/551. Theology of Diaconal Ministry. Cr. 3. A study of the historical and theological foundations of diaconal ministry. Attention is given to the role of the diaconate in the church, the development of diaconal community, and the nurture of a spirituality of service. Prerequisite: junior or senior standing.

diaconal/fr  
April 1999  
Updated October 2009

## Guidelines for Mentors and Candidates for Ordained and Diaconal Ministry

*These guidelines were prepared by the Eastern Synod of the ELCIC for use in their synodical Candidacy process. PCLM motion 2005.25 states “that we adopt the Eastern Synod document ‘Guidelines for Mentors and Candidates for Ordained and Diaconal Ministry,’ and include it in the Candidacy Manual for use in the synods both for the candidacy process and first call program.”*

- 
1. What is Mentoring?  
Mentoring is a one-to-one relationship, based on mutual trust, respect, openness, and confidentiality in which the mentor, drawing on a fund of experience, offers encouragement, counsel, and guidance.
  2. What Might a Candidate Expect of A Mentor?
    - Experience of pastoral and/or diaconal ministry and/or of life.
    - An understanding of the church and its culture, of the aims of the Seminary curriculum, and of the candidacy process.
    - Commitment to a professional relationship of mutual trust, respect, and confidentiality in which boundaries are observed and the mentoring relationship is not used to address the mentor’s personal needs.
    - Willingness to take the time to serve as a mentor and to be accessible to the candidate.
    - Commitment to the candidate as a person in the process of discerning the call to such ministry and/or preparing for pastoral or diaconal ministry and/or in the initial call process.
    - Non-judgmental empathy and encouragement along with honesty about pastoral and/or diaconal ministry, its joys and sorrows.
    - Referral for professional help if the mentor deems that is needed.
    - Willingness to give advice and counsel when requested by the candidate but not so as to foster dependency.
    - Openness to the candidate who may be struggling with a variety of questions—vocational, academic, theological, financial, family, relationships.
    - No connection with the Synod’s Candidacy Committee or in a position of evaluating the candidate (e.g., a professor or a contextual placement supervisor).
  3. What Might a Mentor Expect of a Candidate?
    - Commitment to a professional relationship of mutual trust, respect, and confidentiality in which boundaries are observed.
    - Commitment to the mentoring relationship, to meeting regularly and/or as desired by the candidate.
    - Openness to the mentoring relationship and its benefits.
  4. How does mentoring benefit the mentor?
    - Sharing of experience and knowledge.
    - Contributing to a candidate’s development.
    - Reflecting on one’s own vocation.
    - Provides possibilities for networking relationships in the church.
  5. How does mentoring benefit the student?
    - Offers the opportunity to share openly and in confidentiality personal and professional concerns and to profit from the mentor’s experience.
    - Enhances understanding of the church, one’s role in it, and future ministry options.
  6. How does mentoring benefit the church?

- Assists the church and specifically the Synod's Candidacy Committee in the recruitment and development of clergy and diaconal ministers.
- Fosters communication and sharing of values among clergy and future clergy and diaconal ministers.

7. Who is eligible to be a mentor?

Any pastor or diaconal minister on the roster of the Eastern Synod is eligible to serve as a mentor with the exception of someone connected with the Candidacy Committee or in a position of evaluating the candidate such as a professor or contextual placement supervisor.

*See also:*

- ***Sample Mentoring Agreement***
- ***Suggested Criteria for Selection of a Mentor***

*Adopted:* Eastern Synod Candidacy Committee—January, 2002

*Adopted:* ELCIC Program Committee for Leadership for Ministry—October, 2005

# Sample Mentoring Agreement

*Student and mentor pairs are encouraged to draw up a mentoring agreement to help clarify their respective roles and expectations. The agreement, while not binding, sets the framework of the relationship. It should be drawn up at the beginning of a mentoring relationship and reviewed each year.*

We are entering voluntarily into what we trust will be a mutually beneficial mentoring relationship in which each will respect and observe the expectations outlined in *Guidelines for Mentors and Candidates for the Pastoral and Diaconal Ministry*. It is understood that the mentor does not make reports or pass on information regarding the candidate to the Candidacy Committee or to the Seminary.

1. Duration of the mentoring programme. \_\_\_\_\_

2. Frequency of meetings. \_\_\_\_\_

3. Mentoring activities. \_\_\_\_\_

Signed: Mentor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signed: Candidate \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*See also:*

- ***Suggested Criteria for Selection of a Mentor***
- ***Guidelines for Mentors and Candidates for Ordained and Diaconal Ministry***

*Adopted:* Eastern Synod Candidacy Committee—January, 2002

*Adopted:* ELCIC Program Committee for Leadership for Ministry—October, 2005

## Suggested Criteria for Selection of a Mentor

1. It must be clearly understood that the mentor is not to function as recruiter for or liaison with the Seminary, nor in the capacity of professional counsellor, nor in any way as a liaison with the Candidacy Committee or the Examining Committee.
2. Any pastor or diaconal minister on the roster of the Eastern Synod is eligible to serve as a mentor with the exception of someone connected with the Candidacy Committee or in a position of evaluating the candidate such as a professor or contextual placement supervisor.
3. When choosing a mentor, the candidate should look for?
  - Someone with experience of pastoral and/or diaconal ministry and/or of life.
  - Someone willing to enter into a relationship of mutual trust and respect and to take the time to serve as a mentor and to be accessible to the candidate in that capacity.
  - Someone empathetic and encouraging but also challenging and honest about pastoral and/or diaconal ministry, its joys and sorrows.
  - Someone committed to the candidate as a person in the process of discerning a call to and aptitude for pastoral or diaconal ministry.
  - Someone able to discern when a candidate needs to be referred for professional help.
  - Someone trustworthy, especially regarding confidentiality.

*See also:*

- *Guidelines for Mentors and Candidates for Ordained and Diaconal Ministry,*
- *Sample Mentoring Agreement*

*Adopted:* Eastern Synod Candidacy Committee–January, 2002

*Adopted:* ELCIC Program Committee for Leadership for Ministry–October, 2005



# REGISTRATION MATERIALS FOR A CANDIDACY APPLICANT

Name of Person Seeking Candidacy: \_\_\_\_\_

Current Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Enclosed are materials provided by synodical Committees for Theological Education and Leadership (CTEL) to persons who wish to apply for registration as candidates for ordained ministry or diaconal ministry.

Information regarding the registration materials:

- FORM 1      Application for Registration for Church Occupations  
(This form is to be completed by the Candidate)
- FORM 1A     Statement from Pastor of Home Congregation
- FORM 1B     Recommendation from Congregational Council
- FORM 1C     Statement from Non-Relative  
(This form may be given to a former employer, campus pastor, or someone with whom the candidate has worked closely.)
- FORM 1D     Statement from Physician

**Synod:**

The synodical staff person or committee chairperson should write the address of the appropriate synodical office at the place indicated on each form prior to giving the packet to the candidate.

**Candidate:**

The candidate is responsible for distributing the forms to the appropriate persons.

Each form is to be returned directly to the synodical office by the individual completing it.

I hereby authorize the collection, maintenance and use of these registration forms by the synod Committee for Theological Education and Leadership (CTEL). It is understood that such information is privileged and confidential and is to be used in the best interest of all concerned.

These materials will be maintained in perpetuity in a confidential file in the Synod Office.

Signed: \_\_\_\_\_  
Candidate



# 1. Application for Registration for Rostered Ministry Candidates of the Evangelical Lutheran Church in Canada

Date: \_\_\_\_\_

## A. PERSONAL INFORMATION

Full Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
number & street                      city                      province                      postal code

Present Address: \_\_\_\_\_  
number & street                      city                      province                      postal code

Permanent Phone: \_\_\_\_\_ Present Phone: \_\_\_\_\_

Marital Status:    Never Married     Married     Separated     Widowed     Divorced

Date of Birth: \_\_\_\_\_                      Male     Female

## B. Family Information

Name	Occupation
Your spouse: _____	_____
Your children: _____	
(age)	
_____	
(age)	
_____	
(age)	
Your father: _____	_____
Your mother: _____	_____

## C. Church

Congregation (Name and Denomination)	Address	Date
Baptized: _____		
Confirmed: _____		
Present church membership: _____		

List your congregational activities during the last 10 years:

Have you previously applied for registration for rostered ministry or been registered with any other synod?  
 Yes  No  If yes, when and which synod?

## D. EDUCATION (beginning with most recent)

Schools and locations	Major	Grade Average	Degree earned	Year awarded
_____				
_____				
_____				

Please arrange for a transcript from the last school attended to be sent to the Synod Office.

## E. Work Experience

Job Title	Name of employer	Address	Employment dates from	to
_____				
_____				
_____				

## F. Volunteer Activities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## G. Interests and Hobbies (identify specific activities and the number of years you were involved)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## H. Occupational Preference

Check appropriate box:    Ordained ministry     Diaconal ministry     No preference at this time

## I. Autobiographical Information

On a separate sheet of paper, write a brief description of your life. Include in your sketch an outline of the influences which led you to consider a career in the church.

## J. References

- Form 1A      Present pastor
- Form 1B      Church Council of Home Congregation
- Form 1C      Non-Relative (preferably former employer or official  
                    Of educational institution last attended)
- Form 1D      Physician

Please attach a recent photo of yourself.

Signature: \_\_\_\_\_

PLEASE RETURN TO:  
(Synod office address)



# 1-A Statement from Pastor of Home Congregation

(Name of candidate)

(Address)

desires to prepare for rostered ministry as a \_\_\_\_\_ and has applied for registration. Will you please give your appraisal of the qualifications of the above-named rostered ministry candidate. Your reply will become part of the candidate's file which is open to the candidate.

1. Date on which the candidate was received as a member of your congregation.

\_\_\_\_\_ month day year

2. How long have you known the candidate? \_\_\_\_\_

3. Please check the areas of congregation life in which the candidate has participated.

Activity	Description
<input type="checkbox"/> Choir	_____
<input type="checkbox"/> Visitation	_____
<input type="checkbox"/> Stewardship	_____
<input type="checkbox"/> Youth Ministry	_____
<input type="checkbox"/> Social Ministry	_____
<input type="checkbox"/> Worship	_____
<input type="checkbox"/> Educational Ministry	_____
<input type="checkbox"/> Evangelism	_____
<input type="checkbox"/> Other	_____

4. Rate the candidate's qualities in the areas listed below. Use (+) for above average; (A) for average; (-) for below average.

- |   |   |
|---|---|
| <input type="checkbox"/> Leadership           | <input type="checkbox"/> Interpersonal skills |
| <input type="checkbox"/> Conscientiousness    | <input type="checkbox"/> Self-confidence      |
| <input type="checkbox"/> Initiative           | <input type="checkbox"/> Self-discipline      |
| <input type="checkbox"/> Maturity             | <input type="checkbox"/> Tact                 |
| <input type="checkbox"/> Scholastic ability   | <input type="checkbox"/> Commitment to serve  |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Religious awareness  |

Comments:

5. What factors/influences do you think led the candidate to consider a church occupation?

6. Are there any matters regarding the candidate's circumstances or health that might hinder serving as a professional leader?
  
7. Do you think the candidate will need financial aid to complete the educational requirements?  
 Yes  No   
 What sources of aid have been explored?
  
8. What strengths do you think this candidate brings to the rostered ministry under consideration?  
 Please include specific details to support your observations.
  
9. Describe any areas in which the candidate might need guidance in order to qualify for the occupation under consideration?
  
10. If you were asked to vote on approving this candidate for the rostered ministry under consideration, how would you vote? Yes  No  (Please explain your answer.)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Congregation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

We appreciate your evaluation and thank you for your cooperation.

PLEASE RETURN TO:  
 (Synod office address)



# 1-B Recommendation from Congregational Council

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(Name of candidate)

(Address)

desires to prepare for a rostered ministry as a \_\_\_\_\_ and has applied for registration.

Ministry belongs to the whole people of God, but the church identifies certain people in the community as professional leader. No individual enters into such service alone or becomes a professional leader merely by his or her personal decision. Rather, responsibility for recruitment and preparation of professional leaders is a shared responsibility. Your partnership is requested at this time in endorsing/supporting a candidate from your congregation. Please spend a part of your council meeting to discuss this person's candidacy for professional leadership and respond to the following questions. Your reply will become part of the candidate's file which is open to the candidate.

1. Is this candidate well known  hardly known  (check one) by the majority of church council members? Explain.

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2. Has this candidate been an active member of this congregation? Please cite some of the activities in which this candidate is, or has been, involved?

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3. Rate the candidate's qualities in the areas listed below. Use (+) for above average; (A) for average; (-) for below average.

- |   |   |
|---|---|
| <input type="checkbox"/> Leadership           | <input type="checkbox"/> Interpersonal skills |
| <input type="checkbox"/> Conscientiousness    | <input type="checkbox"/> Self-confidence      |
| <input type="checkbox"/> Initiative           | <input type="checkbox"/> Self-discipline      |
| <input type="checkbox"/> Maturity             | <input type="checkbox"/> Tact                 |
| <input type="checkbox"/> Scholastic ability   | <input type="checkbox"/> Commitment to serve  |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Religious awareness  |

Comments:

4. What special qualifications does the candidate have for the occupation under consideration?

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5. In your opinion, what are some of the areas in which the candidate might need guidance?

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6. If you were asked to vote on approving this candidate for the rostered ministry under consideration, how would you vote?

- Yes
- Yes, but with reservation
- No

Please elaborate.

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\_\_\_\_\_  
Date

\_\_\_\_\_  
President's or Chairperson's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary's signature

We appreciate your evaluation and thank you for your cooperation.

PLEASE RETURN TO:  
(Synod office address)



# 1-C Statement from Non-Relative

(Name of candidate)

(Address)

desires to prepare for rostered ministry as a \_\_\_\_\_ and has applied for registration. Will you please give your appraisal of the qualifications of the above-named church occupation candidate. Your reply will become part of the candidate's file which is open to the candidate.

1. In what capacity have you known the candidate? \_\_\_\_\_

For how long? \_\_\_\_\_

2. How well do you know the candidate? Very well  Well  Only casually  Explain.

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3. Rate the candidate's qualities in the areas listed below. Use (+) for above average; (A) for average; (-) for below average.

- |   |   |
|---|---|
| <input type="checkbox"/> Leadership           | <input type="checkbox"/> Interpersonal skills |
| <input type="checkbox"/> Conscientiousness    | <input type="checkbox"/> Self-confidence      |
| <input type="checkbox"/> Initiative           | <input type="checkbox"/> Self-discipline      |
| <input type="checkbox"/> Maturity             | <input type="checkbox"/> Tact                 |
| <input type="checkbox"/> Scholastic ability   | <input type="checkbox"/> Commitment to serve  |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Religious awareness  |

Comments:

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4. What factors/influences do you think led the candidate to consider a church occupation?

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5. What special qualifications does the candidate have for the occupation under consideration?

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6. Describe any areas which the candidate might need guidance in order to qualify for the occupation under consideration?

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7. If you were asked to vote on approving this candidate for the rostered ministry under consideration, how would you vote?

- Yes
- Yes, but with reservation
- No

Please elaborate.

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

We appreciate your evaluation and thank you for your cooperation.

PLEASE RETURN TO:  
(Synod office address)



## 1.D Statement from Physician

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(Name of candidate)

(Address)

desires to prepare for a church occupation as a \_\_\_\_\_ and has applied for registration. Will you please give your appraisal of the qualifications of the above-named church occupation candidate. This information will not be used to refuse the candidate's registration, but may be helpful in suitable placement of the candidate. Your reply will be part of the candidate's file which is open to the candidate.

1. How long have you known the candidate? \_\_\_\_\_

2. On what date did you last examine the candidate? \_\_\_\_\_

3. What is the general condition of the candidate's health? \_\_\_\_\_

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4. Does the candidate have a medical history of chronic illness or mental or nervous disorders? Yes  No   
(If yes, please elaborate.)

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5. Is the candidate under medication or treatment for any of the following: headaches, neurological problems (including neuro-muscular diseases), pulmonary problems, cardiovascular disease (including hypertension, peripheral occlusive vascular disease), gastro-intestinal disease (including peptic ulcer, inflammatory bowel, etc.), genital-urinary disease (including kidney, prostate, etc.), muscular-skeletal disease (including arthritis), skin disease, endocrine disease (including diabetes, hypoglycemia, etc.), hematopoietic-lymphatic disease (including anemias, leukemias, etc.), and neuro-psychiatric disease (including neurosis and psychosis)? Yes  No

(If yes, please specify. Include a description of the extent of the disease, the medication and/or treatment, as well as any restrictions it places on the candidate.)

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6. What is the candidate's surgical history? In each instance please provide a description of the type of surgery and the date when it was performed.

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7. Does the candidate have any physical or emotional conditions which would hinder performance of the responsibilities of the occupation under consideration? Yes  No  (If yes, please describe in detail.)

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

We appreciate your evaluation and thank you for your cooperation.

PLEASE RETURN TO:  
(Synod office address)



# Evangelical Lutheran Church in Canada

## Sample Letter Applicant for Ordained Ministry

Dear Applicant:

Blessings to you in this time of discernment, as you begin the application process for becoming an ordained minister in the Evangelical Lutheran Church in Canada. Candidacy is a partnership of candidate, congregation, seminary and the synodical Committee for Theological Education and Leadership (CTEL). It is the prayer of this church that we will prepare and guide faithful, passionate, and courageous leaders to serve God through this church. The church is committed to providing theological education and spiritual support that prepares gifted men and women for public ministry.

The CTEL of your synod acts on behalf of the ELCIC in discerning with you the ministry to which you are called. In the Lutheran tradition, a person's individual sense of call to the ordained ministry must be confirmed by the larger community of the church. By the power of the Holy Spirit, this process invites chosen representatives of the church to determine that a person's character, ability, preparation, and commitment are appropriate for ordained ministry. The CTEL has responsibility for assessing the call and maintaining contact with candidates throughout their preparation and study for the ordained ministry. The synod Examining Committee has responsibility for final recommendation of candidates for ordination. Ordination takes place when a candidate receives and accepts a public call to the ministry of Word and Sacrament.

Once your registration materials are completed the CTEL will arrange for an initial interview. After psychological and career evaluation a Structured Interview is scheduled. A positive decision on endorsement is required prior to enrolment in a seminary degree program and candidacy for ordained ministry. The journey towards ordination provides ongoing opportunities for discernment, growth and development of your pastoral identity. Your participation in the candidacy process of the ELCIC is a significant part of preparation and formation for service as a pastor. The members of CTEL are dedicated to serving as partners with you and the whole church in this important process.

The church seeks out those who might serve as faithful witnesses to the good news of Jesus Christ in our world today. May God be with you as you offer yourself for service in the public ministry of the ELCIC.

Faithfully,



# Evangelical Lutheran Church in Canada

## Sample Letter Applicant for Diaconal Ministry

Dear Applicant:

The Evangelical Lutheran Church in Canada welcomes you in this time of discernment, as you begin the application process of preparing for diaconal ministry in this church. Candidacy is a partnership of candidate, congregation, seminary and the synod's Committee for Theological Education and Leadership (CTEL). It is the prayer of this church that we will prepare and guide faithful, passionate, and courageous leaders who will serve God. The ELCIC is committed to providing theological education and spiritual support that prepares gifted men and women for rostered ministry.

The CTEL of your synod acts on behalf of the ELCIC in discerning with you the ministry to which you are called. In the Lutheran tradition, a person's individual sense of call to ministry must be confirmed by the larger community of the church. By the power of the Holy Spirit, this process invites chosen representatives of the church to determine that a person's character, ability, preparation, and commitment are appropriate for diaconal ministry. The CTEL has responsibility for assessing the call and maintaining contact with candidates throughout their preparation for the diaconal ministry. The synod Examining Committee has responsibility for final recommendation of candidates for consecration. Consecration takes place when a candidate receives and accepts a public call is made by a congregation to the diaconal ministry.

Once your registration materials are completed, the CTEL will arrange for a structured interview. Then psychological and career evaluation will be scheduled. When a positive decision on endorsement is made, a partnership begins which offers guidance, support, and evaluation. That partnership may include the Deaconess Community, an ELCIC seminary, or other resources for formation and preparation. The journey toward consecration as a diaconal minister provides many opportunities for discernment, growth, and development of diaconal identity. Your participation in the candidacy process of the ELCIC is a significant part of preparation and formation. The members of CTEL are dedicated to serving as partners with you and the whole church in this process.

The church seeks out those who would serve as faithful witnesses to the good news of Jesus Christ in our world today. Diaconal ministers meet a variety of needs in the ministry and mission the ELCIC and serve the whole church. May God be with you as you offer yourself for service in the public ministry of the ELCIC.

Faithfully,



# Evangelical Lutheran Church in Canada

## Sample Letter

Dear Pastor and Congregational Council,

A member of your congregation has applied for a *rostered* ministry in the Evangelical Lutheran Church in Canada. Your partnership in identifying and supporting the development of leaders for mission in our church is an important one in the ELCIC. Active membership in a congregation is an essential beginning for potential candidates as we lift up persons who have a commitment to Christ and a willingness to serve in response to the needs of this church.

While all members of our congregations are involved in ministry in daily life, one of your members has expressed an interest in theological education and preparation for rostered ministry. Discernment of this call is a process that will benefit from the support and assistance of the pastor and members of your congregation. The time invested in helping this applicant explore gifts for ministry will be of value to the church, including your own congregation. Open conversations regarding the expectations of our leaders as well as the potential for service as a pastor or diaconal minister are essential. Resources to assist you in the discernment process can be recommended by the synod Committee on Theological Education and Leadership (CTEL). The applicant is asked to talk and pray with you as part of the discernment process.

Recommendation by the congregation is one of the first steps in registration for candidacy. Please read the enclosed material carefully, fill the recommendation form out completely and honestly and return it promptly. You are encouraged to discuss the written responses with the applicant as a step in the process of discernment. This information assists the CTEL in assessing the applicant's readiness for candidacy and provides a context for understanding issues concerning continued growth and development throughout the candidacy process. Once you have recommended an individual, the responsibility to evaluate and determine entrance into candidacy rests with the CTEL of your synod.

The Evangelical Lutheran Church in Canada gives thanks to God for your partnership in identifying and lifting up persons for leadership in this church. May God's strong spirit fill your congregation with prayers of support for this applicant and for all those involved in the candidacy process of the Evangelical Lutheran Church in Canada.

Faithfully,



# Structured Interview Guide—ELCIC

This interview guide is intended to describe the flow of a thorough interview process. Each synod CTCL may adapt the structure to its own style and needs. The entrance interview guide assumes that interviewers will have read and become familiar with the following:

- *Do I Belong in Seminary?* (available from the Alban Institute), or other discernment resource;
- relevant sections of the *Candidacy Manual*; and
- the applicant's file, including the application and entrance essay (autobiography), congregational recommendation, and all other related materials.

It is assumed that an interview will last approximately 1–1 1/4 hours.

## I. Introduction (5 minutes)

While in a typical structural or developmental interview a longer period may be allowed for introductions, in the initial interview the focus should be on key issues that interviewer(s) feel should be raised. Everyone will have read all of the materials in the candidate's file and will, therefore, have a basic familiarity with the candidate's life and background.

## II. Interview With Applicant (40–50 minutes)

Many applicants and interviewers value the opportunity to begin with prayer. The following order for conversation is suggested.

### A. Discernment Process

- The candidate is asked to describe her or his discernment process. What steps or actions were taken? In the process of discernment, what did you discover about yourself—positives and negatives? Who did you converse with in your discernment time?
- It may be helpful in this segment of the interview to inquire as to how the pursuit of this vocation will effect the candidate's family. Have mobility issues been considered?

### B. The Corporate Dimension of Discernment

- Discernment resources reference the "corporate dimension" of discernment. Where in the church has the candidate sought and/or found his/her sense of call to be affirmed?
- What do you perceive to be the most pressing need of the church today? How do you perceive your prospective vocational role as addressing that need (i.e., how can you as a pastor/diaconal minister, support and advance the mission of Christ in the ELCIC)? How do you understand or perceive the ministry to which you feel called? A call to a specific roster may not yet be discerned.

### C. Other Significant Considerations in the Structured Interview

- Rostered leaders in the ELCIC bear responsibility for the church and its members. In light of this responsibility, applicants should be asked about matters of personal conduct which could signal obstacles to readiness for responsible leadership. Such behaviours, with the exception of a history of pedophilia, do not disqualify an applicant. However, careful attention should be given to how the applicant has addressed or resolved such behaviours.

### D. The Spiritual Journey

- What has been the candidate's recent involvement in the life of his/her congregation? Have there been two years of "active involvement?" Is the candidate a member in good standing of a congregation?
- The interviewers should determine whether the candidate is comfortable with and able to articulate faith experiences. This can be asked in many ways. For example:
  - Can you describe your sense of God's presence in your life right now?
  - How do you intentionally seek to draw near to God?
  - Can you describe a Bible story or share a scripture passage that is especially meaningful to you now, or that represents your spiritual journey?

### E. Other questions deemed appropriate by the interviewer(s)



# Structured Interview Guide—ELCIC

- Listen!            Be receptive and responsive
- Comment!        Make conversation
- Question!        What? How? Why?  
Use  *plurals*  and  *contrasts*   
Rephrase “yes/no” to open-ended

TOPICS	LINE OF INQUIRY	JOB QUALIFICATIONS
<p>INTRODUCTION</p> <p>Cover: Greeting Small talk Opening question(s) Lead question</p>		<p>Look for: Appearance Manner Self-expression Responsiveness</p>
<p>WORK EXPERIENCE</p> <p>Cover: Earliest jobs,     part-time, temporary</p> <p>Full-time positions</p> <p>Volunteer work</p>	<p>Ask: Things done best? Done less well? Things liked best? Liked less well? Major accomplishments? How achieved? Most difficult problems faced? How handled? Ways most effective with people?     Ways less effective? Level of earnings? Reasons for changing jobs? What learned from work experience? What looking for in job? In career? Short-term and long-range goals?</p>	<p>Look for: Relevance of work Sufficiency of work Skill and competence Adaptability Productivity Motivation Interpersonal relations Leadership Growth and development     in future work</p>
<p>EDUCATION</p> <p>Cover: (Elementary school) High school University Specialized training Recent courses</p>	<p>Ask: Best subjects? Subjects done less well? Subjects liked most? Liked least? Reactions to teachers? Level of grades? Effort required? Reasons for choosing school? Major field? Special achievements? Toughest problems? Role in extracurricular activities? How financed education? Relation of education to career? Consider further schooling or specialized     training?</p>	<p>Look for: Relevance of schooling Sufficiency of schooling Intellectual abilities     and growth Versatility Breadth and depth of     knowledge Level of accomplishment Motivation and interests Reaction to authority Leadership Teamwork</p>

TOPICS	LINE OF INQUIRY	JOB QUALIFICATIONS
<p>EARLY YEARS / PRESENT FAMILY SITUATION</p> <p>Cover:  Special interests and hobbies  Civic and social involvements that are job relevant  Health and energy  Geographical preferences</p> <p><i>*Personal information is optional and should be job relevant</i></p>	<p>Ask:  Things like to do in spare time?  Extent involved in community?  What kind of health problems might affect job performance?  Reaction to relocation? To travel?  Circumstances that might influence job performance?</p>	<p>Look for  Vitality  Management of time, energy, money  Maturity and judgement  Cultural breadth  Diversity of interests  Social effectiveness  Interpersonal skills and interests  Leadership  Situational factors</p>
<p>RELIGIOUS DEVELOPMENT</p> <p>Cover:  Experiences in congregational life  Awareness of God's activity in candidate's life  Role models  Leadership experiences  Group activities</p>	<p>Ask:  Experiences that led you to consider a church occupation?  How others have influenced your thinking?  How ideas re: church occupation have changed recently?  Involvements in congregational life – as a participant, as a leader?  Most satisfying experiences? Why?  Least satisfying experiences? Why?  In addition to a church occupation, to what other vocations have you given consideration?  How have you experienced “the call?”  Describe your opinion of appropriate lifestyle and behaviour related to faith.</p>	<p>Look for:  Early church contacts  Parents' attitudes  Reasons for considering a church occupation  Alternate plans other than a church occupation  Commitment to the teachings of Christ  Ability to articulate personal faith  Desire to represent Lutheran church and be represented by it  Faith reflection in lifestyle  Rational consideration of job demands</p>

TOPICS	LINE OF INQUIRY	JOB QUALIFICATIONS
<p><b>SUMMARY OF STRENGTHS AND SHORTCOMINGS</b></p> <p>Cover: Strengths (Assets)</p> <p>Cover: Shortcomings (Development needs)</p>	<p>Ask: What bring to job? What are assets? What are best talents? What qualities seen by self or others? What makes you a good investment for employer?</p> <p>Ask: What are some shortcomings or limitations? What areas need improvement? What qualities wish to develop further? What constructive criticism from others? How might you be a risk for employer? What further training or experience might you need?</p>	<p>Look for: Plus (+) and Minus (-)</p> <p>A. Can do? Talents, skills Knowledge Energy</p> <p>B. Will do? Motivation Interests</p> <p>C. How fit? Personal qualities Social effectiveness Character</p> <p>X. Situational factors Y. Synthesis Z. Zero prejudice (EEO)</p>
<p><b>CLOSING REMARKS (Adapt to context)</b></p> <p>Cover: Dialogue; give information Review job and opportunities, sell, if appropriate Further contacts to be made Course of action to be taken</p>		
<p><b>CORDIAL PARTING (Spontaneous)</b></p>		



# Evangelical Lutheran Church in Canada

## Structured Interviewer's Report

Date: \_\_\_\_\_

Synod: \_\_\_\_\_

Candidate: \_\_\_\_\_ Age: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Church occupation preference: \_\_\_\_\_

Interviewer: \_\_\_\_\_

# INTERVIEWER'S REPORT

In order to provide the Committee for Theological and Education and Leadership with a reliable and consistent base of information about the candidate, comment on the candidate's background and personal qualities. Take into consideration the elements listed in the right-hand column of each section. Then circle a rating for each section, based on the evidence you have cited. Finally, at the bottom of page 3, make one overall rating of the candidate. (An average candidate rates 3.)

<p><b>INITIAL IMPRESSION</b></p> <p>Unfavourable 1      2      3      4      5      Favourable</p>	<p>Appearance Manner Self-expression Responsiveness</p>
<p><b>WORK EXPERIENCE</b></p> <p>Unfavourable 1      2      3      4      5      Favourable</p>	<p>Relevance of work Sufficiency of work Skill and competence Adaptability Productivity Initiative Follow-through Interpersonal relations Leadership Growth and development in future work</p>
<p><b>EDUCATION</b></p> <p>Unfavourable 1      2      3      4      5      Favourable</p>	<p>Relevance of schooling Sufficiency of schooling Intellectual ability and growth Versatility Breadth and depth of knowledge Self-discipline Motivation, interests Reaction to authority Leadership Teamwork Open-minded</p>
<p><b>EARLY YEARS/PRESENT FAMILY SITUATION</b></p> <p>Unfavourable 1      2      3      4      5      Favourable</p>	<p>Parental examples Attitudes toward achievement, work and people Emotional and social adjustment Support network Financial resources</p>

<b>PRESENT ACTIVITIES AND INTERESTS</b>		Vitality Management of time, energy, and money Maturity and judgement Diversity of interests Social skills Evidence of concern for others Leadership Situational factors
Unfavourable 1      2      3      4      5      Favourable		
<b>RELIGIOUS DEVELOPMENT</b>		Early church contacts Parents' attitudes Reasons for considering a church occupation Alternate plans other than a church occupation Articulation of faith statement Desire to represent Lutheran church and be represented by it Faith reflection in lifestyle
Unfavourable 1      2      3      4      5      Favourable		
<b>SUMMARY OF STRENGTHS</b>	<b>SUMMARY OF WEAKNESSES</b>	Talents and skills Knowledge Energy Motivation Interests Personal qualities Social effectiveness Character Situational factors Self image
<b>OVERALL SUMMARY AND RECOMMENDATIONS</b> Write three paragraphs		
1. Most favourable career factors		
2. Least favourable career factors		
3. Recommendation(s) to the committee regarding registration		
<b>OVERALL RATING:</b> Unfavourable 1      2      3      4      5      Favourable (Rating of 3 is average candidate)		



# Evangelical Lutheran Church in Canada Request for Payment

Leadership for Ministry  
302 – 393 Portage Avenue  
Winnipeg MB R3B 3H6

**Part One**  
**For use by Psychologist**

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Candidate's Name: \_\_\_\_\_

Tests used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time spent in evaluation: \_\_\_\_\_

Time spent in interpreting results to candidate: \_\_\_\_\_

The Evangelical Lutheran Church in Canada does not reimburse synods when the evaluation has not been discussed with the candidate.

Total charge for professional services \$ \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Return this completed form to the synod for which you are serving as consultant.**

**Part Two  
For Synod Use**

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Paid by synod for professional services      \$ \_\_\_\_\_

Travel expenses      \$ \_\_\_\_\_

Other      \$ \_\_\_\_\_

Total paid by synod for this candidate      \$ \_\_\_\_\_

The ELCIC will reimburse the synod for costs of professional services up to the amount of \$150.00 per candidate.

Amount requested from  
Evangelical Lutheran Church in Canada      \$ \_\_\_\_\_

Synod: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

This completed form with signatures on both parts must be returned to the ELCIC for payment. A separate request form must be submitted for each candidate.

Evangelical Lutheran Church in Canada  
Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6



**Candidate for Diaconal Ministry**  
**Supervised Field Experience**  
**Field Experience Learning Agreement**

Candidate's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Synod: \_\_\_\_\_

Ministry Area:  Education  Music/Arts  Administration  Service/General  Other  
 Outreach  Youth  Health Care  Counselling  Social Ministry

Field Experience Dates: Begin \_\_\_\_\_ End \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

On-Site Field Supervisor: \_\_\_\_\_

Mentor in Diaconal Ministry: \_\_\_\_\_  
(If different than supervisor)

Committee Chairperson: \_\_\_\_\_

Committee Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Instructions:**

1. The candidate in consultation with the seminary, college or CTCL develops a priority list of learning needs which takes into account the goals and objectives of supervised field experience for diaconal ministers.

2. The supervisory team develops a priority list of congregations/agency/institutional opportunities and needs.
3. Together, the candidate and supervisory team negotiate a learning contract agreement taking into consideration both the needs of the candidate and the congregation / agency / institution. Goal statements are then formulated based upon these mutually agreed upon needs.

Each goal should be followed by specific OBJECTIVES and ACTIVITIES which articulate how the goal will be achieved and a timeline for meeting these objectives.

4. The candidate and supervisory team establish a schedule of meetings for planning, reflection and evaluation.

Candidates Priorities for Learning:

Priorities and Needs of the Congregation/Agency/Institution:

Learning Goals: (List five (5) or more)

Example only

Goal: To improve my teaching skills

1. Learn to prepare a lesson plan
2. Observe an experienced teacher's class
3. Co-teach one class with experienced teacher
4. Try various teaching styles e.g. lecture, small group discussion, use of media

# Field Experience

## Meeting Record

### FIELD SUPERVISOR, MENTOR, COMMITTEE

Record all supervision and meetings throughout field experience

Dates

Persons Involved

Purpose of Meeting



**Candidate for Diaconal Ministry**  
**Supervised Field Experience**  
**MID-POINT/FINAL EVALUATION**

Candidate's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Synod: \_\_\_\_\_

Ministry Area:  Education  Music/Arts  Administration  Service/General  Other  
 Outreach  Youth  Health Care  Counseling  Social Ministry

Field Experience Dates: Begin \_\_\_\_\_ End \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

On-Site Field Supervisor: \_\_\_\_\_

Mentor in Diaconal Ministry: \_\_\_\_\_  
(If different than supervisor)

Committee Chairperson: \_\_\_\_\_

Committee Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

## **PART A**

1. State the major areas of service responsibility identified for this diaconal candidate.
2. Describe the area in which the candidate has shown the greatest competency and/or satisfaction in service. Provide examples of the candidate's demonstrated skill in the area of his/her speciality.
3. Describe the areas of service where there is special need for additional experience and growth.
4. Evaluate the candidate's work habits: e.g. participation, follow through, organization and planning, time management, etc.
5. Evaluate the candidate's demonstrated ability for developing regular habits and patterns for spiritual nurture and discipline and healthy self care.

6. Describe and assess the candidate's work in the following areas. (Some areas may not apply depending on specialty):
  - A. Worship Leadership
  - B. Teaching
  - C. Caregiving
  - D. Administration
  - E. Conflict management
  - F. Counseling
  - G. Visitation
  - H. Small Group work
  - I. Committee work
  - J. Ability to delegate
  - K. Other (please specify)

7. Describe the quality of relationships and ability to work with the following (i.e. is approachable, friendly, courteous, open to suggestions and criticism):

Co-workers on staff:

Co-workers who volunteer:

Children, youth, adults and elderly:

## **PART B**

1. Please rate the candidate's ability to do the following:

A. Exercise leadership as appropriate to the situation (i.e. take initiative to enable others);

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

B. Function out of a formed biblical and theological understanding;

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

C. Fill the role of a leader and example in the community of faith;

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

D. Communicate effectively in various situations through written and spoken words;

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

2. Evaluate and rate the following:

A. Common sense and judgement;

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

B. Emotional stability and ability to work under pressure;

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

C. Personal integrity;

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

D. Empathy and sensitivity to others;

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

E. Participation in life of the congregation, agency, or institution,

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

F. Participation in the church and community outside the congregation, agency, or institution;

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:

G. Personal appearance and presence;

0 1 2 3 4 5 6 7 8 9 10  
Low High

Comment:



## Candidate for Diaconal Ministry

### Academic Criteria and Theological Education Information and Planning Guide

Complete this form and send to your Synod Office.  
Arrange for your academic transcripts to be sent to the Synod Office.

Name: \_\_\_\_\_ Synod: \_\_\_\_\_

Congregation: \_\_\_\_\_ City/Province: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Expected Field of Service as Diaconal Minister

- Education     Music/Arts     Administration     Service/General     Other  
 Outreach     Youth     Health Care     Counseling     Social Ministry

### Education \*

College: \_\_\_\_\_ Major: \_\_\_\_\_

Degree: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Graduate work completed: \_\_\_\_\_ School: \_\_\_\_\_

Degree: \_\_\_\_\_ Field: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

\*If you do not hold a bachelor's degree, please refer to Addendum 1 "Equivalencies and Alternatives...." (page C-8) and consult the CTEL.

### Professional Certification

Do you hold a professional certification or licensure in your field?    Yes     No

If YES, please complete the following and send a copy of your certificate with this form.

Certification or license: \_\_\_\_\_ Date of Certification/Licensure: \_\_\_\_\_

\_\_\_\_\_ Issuing Agency: \_\_\_\_\_

Do you belong to or are you applying to a deaconess community?    Yes     No

Which one:  Deaconess Community of the ELCA  Lutheran Deaconess Association

Other: \_\_\_\_\_

## Candidate for Diaconal Ministry Theological Education Worksheet

Name: \_\_\_\_\_ Synod: \_\_\_\_\_

Core Curriculum	Course Title	Academic Institution	Date	Credits Completed
Bible Old Testament  New Testament				
Theology/Ethics Lutheran Confessions and Theology  Systemic Theology				
Church History Theology of Diaconal Ministry				
Specialization focus				
ELCIC Formation Event	N/A	N/A	N/A	N/A
			Total Credits Planned:	
			Total Credits Completed:	



## Candidate for Diaconal Ministry

### Course Evaluation Request Form

In order to evaluate non-approved courses please attach a course syllabus describing the content, instructor, required texts, and number of credit hours. No transcript is necessary. Courses which have not yet been taken may be sent for evaluation in advance. **Attach this form to each course syllabus to be evaluated.** The request should be sent to Lutheran Theological Seminary, 114 Seminary Cres, Saskatoon SK S7N 0X3 (western synod candidates) or Waterloo Lutheran Seminary, 75 University Ave W., Waterloo ON N2L 3C5 (Eastern Synod candidates).

Name of Candidate: \_\_\_\_\_

Name of course and catalogue number: \_\_\_\_\_

The purpose of this course is to fulfill the following requirement:

Old Testament       New Testament       Lutheran Confessions       Christian Ethics   
Canadian/Lutheran Church History       An elective

Institution: \_\_\_\_\_

Is this an ATS accredited theological institution?      Yes       No

Does it maintain an internet website?      Yes       No

If so please give the website address: \_\_\_\_\_

*Please include a cheque of money order for the fee of \$25.00 for each course to be evaluated. Make it payable to the institution to which the request is sent. **Evaluations cannot be processed without advance payment of this fee.***

Name and address of the candidate's synod CTEL chairperson:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CTEL Chairperson's signature

The course evaluation will be completed as the appropriate seminary staff person has time available. The evaluation report will be sent to the CTEL chairperson.



**Evangelical Lutheran Church in Canada**  
**Eglise Evangélique Luthérienne au Canada**

**Committee for Theological Education & Leadership**

\_\_\_\_\_ **Synod,**

**ENDORSEMENT**

**as a**

**CANDIDATE for ROSTERED MINISTRY**

\_\_\_\_\_

\_\_\_\_\_ Name

\_\_\_\_\_ Address

has been endorsed as a candidate for \_\_\_\_\_ by the Committee for Theological Education and Leadership of the \_\_\_\_\_ Synod for the year ending \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson of Committee: \_\_\_\_\_

Address: \_\_\_\_\_

- One copy to: - the Candidate  
- the Seminary  
- the Synod CTEL



## Evangelical Lutheran Church in Canada

# Annual Developmental Interview Form

---

Name: \_\_\_\_\_

Home address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

School address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Present church membership: \_\_\_\_\_

Church address: \_\_\_\_\_

The purpose of the Development Interview is to strengthen the link between you and members of the synodical Committee for Theological Education and Leadership (CTEL). The interviewers seek to assist you in developing growth goals for the coming year. Also, the interview team will make recommendation to the CTEL regarding your endorsement.

The interviewers will review your complete file prior to the interview but will formulate their questions from the material you prepare here. Key areas include personal and interpersonal skills, educational and theological ability, and personal faith and vocational commitment. This form provides for a brief essay in each of these areas. (Use additional paper if necessary.)

The interview will ordinarily be conducted by two members of the synodical CTEL and will last approximately one hour. The interview is conversational in style.

You are encouraged to make a copy of this material and bring that copy to the interview meeting.

Return this completed form to \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Address)

Please return this form no later than \_\_\_\_\_

(Date)

## **PERSONAL AND INTERPERSONAL SKILLS**

Your self-understandings and attitudes are unique to you. Every person can grow in self-understanding and can improve his/her relationships with others.

- A. Briefly describe some experiences in your personal life during the past year.
- B. Identify insights, frustrations, hopes, and disappointments that have been part of your life as a person in interaction with other persons.

What are some personal and interpersonal growth possibilities during the next year?

## **EDUCATIONAL AND THEOLOGICAL ABILITY**

Your educational and theological ability are part of your preparation for a church occupation. Four related areas are to be addressed in this essay:

- A. Briefly describe your current academic situation. What theological issues are of special interest to you?
- B. Identify an area of interest related to church and society that has been of significance to you.
- C. Identify how you have applied your theological understandings to any work experiences you have had during the past year.
- D. In what ways have you educational experiences and theological understandings assisted you in developing skills for ministry?

What are some educational and theological growth possibilities during the next year?

## **PERSONAL FAITH AND VOCATIONAL COMMITMENT**

In baptism, God initiated a relationship with you. The way you live out your awareness of this relationship is your development in faith.

- A. Briefly describe your faith development. What are the marks of this life?
- B. Identify the ways in which your faith life is personal and the ways in which it is corporate.
- C. In what ways has your faith life influenced or motivated you in your preparation for a church occupation and/or your desire to become a professional leader in the church?

What are some personal faith and vocational commitment growth possibilities during the next year?



## **Annual Developmental Interview Annual Goals Form**

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### **INSTRUCTIONS**

On the reverse side of this form, interviewers take notes summarizing the strengths of the candidate and noting suggested areas of growth in each of the three developmental areas.

After the interview has been conducted, a blank copy of this form is given to the candidate. Together candidate and interviewers identify strengths in the area of personal and interpersonal skills of the candidate. Next, the candidate and interviewers identify aspects of needed growth in the area of personal and interpersonal skills of the candidate. Lastly, the candidate, with the assistance of the interviewers, formulates a specific goal for the coming year.

The developmental goal is to be specific and congruent to the area of identified need. Further, the goal is to be attainable by the candidate. The goal is to be measurable so that the candidate will be able to know when the goal has been met. Lastly, the goal is personalized—it is to be the candidate's growth goal.

The process continues for each of the other two areas of development; that is, educational and theological ability and personal faith and vocational commitment. The completed forms of the interviewers become part of the candidate's file and, therefore, are resources for the persons who will conduct the Developmental Interview next year.

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Date: \_\_\_\_\_ Candidate: \_\_\_\_\_

Interviewers: \_\_\_\_\_

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## **1. Personal and Interpersonal Skills**

Areas of strength

Areas of growth

Candidate's Personal and Interpersonal Goal for the coming year

## **2. Educational and Theological Ability**

Areas of strength

Areas of growth

Candidate's Educational and Theological Goal for the coming year

## **3. Personal Faith and Vocational Commitment**

Areas of strength

Areas of growth

Candidate's Faith and Vocational Commitment Goal for the coming year



## AFFILIATION WITH AN ELCIC SEMINARY BY A CANDIDATE ATTENDING A NON-ELCIC SEMINARY

ELCIC candidates for ordained ministry who attend a non-ELCIC seminary are required to obtain approval from their CTEL before enrolling in another seminary and to affiliate with an ELCIC seminary for guidance in selection of courses, assistance in arranging for the Lutheran formation residency requirement and supervision of internship.

To receive affiliation a candidate is required to do the following:

1. Be endorsed by their CTEL.
2. Receive approval from their CTEL to attend a non-ELCIC seminary.
3. Fill out this form.
4. Send this form with a **\$500 affiliation fee either to Lutheran Theological Seminary, Saskatoon or Waterloo Lutheran Seminary, Waterloo. This fee is renewable on an annual basis.** Affiliation is required for endorsement.
5. Once the candidate is accepted as an affiliate student, the seminary will provide an academic advisor. The candidate should consult with the academic advisor before beginning studies and at least annually thereafter. The advisor will provide the CTEL with annual reports on the candidate.
6. The candidate shall have academic transcripts forwarded to the affiliate ELCIC seminary in June of each academic year.
7. The candidate shall make contact with the Director of Internship at the affiliate ELCIC seminary at least one year before the expected start of their internship.

Name: \_\_\_\_\_

Current

Permanent

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Home Congregation: \_\_\_\_\_

Synod: \_\_\_\_\_

Date endorsement received: \_\_\_\_\_

For how long: \_\_\_\_\_

Previous degrees earned and from what institution:

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**Seminary of Study:** \_\_\_\_\_

Address: \_\_\_\_\_

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Degree program: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

Expected date of receiving degree: \_\_\_\_\_

**ELCIC Seminary of Affiliation**

Lutheran Theological Seminary  
114 Seminary Cres  
Saskatoon SK S7N 0X3

Waterloo Lutheran Seminary  
75 University Ave. W  
Waterloo ON N2L 3C5

Year candidate is intending to fulfill residency requirement: \_\_\_\_\_

Year candidate is intending to fulfill internship requirement: \_\_\_\_\_

**\$500** Affiliation fee enclosed: \_\_\_\_\_

Date of this application: \_\_\_\_\_

Signature: \_\_\_\_\_

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(for office use only)

Date application received: \_\_\_\_\_

Date approved: \_\_\_\_\_

Date \$500 affiliation fee received: \_\_\_\_\_

Academic Advisor assigned: \_\_\_\_\_

A copy of this form will be sent to:

1. Candidate
2. Synod CTEL/CCOM and Bishop
3. Academic Advisor
4. Internship Director



# ELCIC SCHOLARSHIP/BURSARY APPLICATION

## Leadership for Ministry

**Application Deadline: January 15**

(for aid for following academic year)

(Please print)

1. Personal Data

Name: \_\_\_\_\_ SIN# \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone no. ( \_\_\_\_\_ ) \_\_\_\_\_ Marital Status \_\_\_\_\_

Names & ages of dependents (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current congregational membership: \_\_\_\_\_

\_\_\_\_\_

2. Dates of study: \_\_\_\_\_

3. Degree being sought: \_\_\_\_\_

4. Name of school: \_\_\_\_\_

5. Brief description of the benefits to you and the church from your study.

6. Total cost of study program: \_\_\_\_\_

7. List other funds for which you have applied or are eligible.

8. Projected annual income from all sources during study period: \_\_\_\_\_

9. Annual projected cost of living: \_\_\_\_\_



## **DESCRIPTION OF SCHOLARSHIPS / BURSARIES**

### **CHRIS OLSON SCHOLARSHIP TRUST** (Approx. \$500 annually)

This fund provides scholarships or bursaries to students attending either of the ELCIC seminaries, or graduates of those seminaries pursuing graduate study.

### **SCHMIDT MEMORIAL FUND** (Approx. \$200 annually)

This fund provides a bursary for professional ministry candidates of the ELCIC.

### **JOHN PEMPEIT THEOLOGICAL TRAINING TRUST** (Approx. \$1,500 annually)

A scholarship fund especially, though not exclusively, for BC students who are candidates for professional ministry in the ELCIC, or who are pursuing graduate studies in theology. Funds may be divided among several applicants. Funds not awarded as scholarships in any year are given to the Student Aid Fund of the Lutheran Theological Seminary in Saskatoon.

- Note:
- (1) Members of the ELCIC Continuing Education Plan may apply separately on the appropriate forms for bursaries which are awarded from the Long-Term Study Fund according to the criteria outlined in the CEP brochure.
  - (2) Leadership for Ministry is establishing a Theological Education Graduate Scholarship Endowment Fund. There is not yet sufficient principal in this fund to make awards. Contributions may be made to this fund through the Directed Gifts program of the ELCIC, specifying "Leadership for Ministry – Graduate School Scholarships."

Other scholarships, bursaries or financial aid may be available from your congregation, your synod or the seminary you attend.



# ELCIC SCHOLARSHIP APPLICATION

## Cora Martinson Scholarship for Chinese Ministry

**Application Deadline: April 30 each year**

(for aid for the following academic year)

(Please print)

1. Personal Data

Name: \_\_\_\_\_ SIN# \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number ( ) \_\_\_\_\_ Marital Status \_\_\_\_\_

Names & ages of dependents (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current congregational membership: \_\_\_\_\_

CTEL endorsement by \_\_\_\_\_ Synod.

2. Dates of study: \_\_\_\_\_

3. Degree program or course of study: \_\_\_\_\_

4. Name of seminary: \_\_\_\_\_

5. Attach a letter with a description of your plan to serve in Chinese ministry in the ELCIC.

6. Total cost of study program: \_\_\_\_\_

7. List other funds for which you have applied or are eligible.

8. Projected annual income from all sources during study period: \_\_\_\_\_

9. Annual projected cost of living: \_\_\_\_\_

10. Educational history (secondary and post-secondary)

Name of Institution Degree/Certificate Date

11. Employment record

Employer Position Date

12. References

(Please have letters of recommendation on your behalf sent directly to the ELCIC, Cora Martinson Memorial Fund Committee, 302–393 Portage Avenue, Winnipeg, MB R3B 3H6)

- Letters from up to two ELCIC pastors (with preference that at least one be a Chinese pastor) about applicant’s potential to serve in Chinese ministry in the ELCIC
- Letter from the applicant’s home congregation council about the applicant’s potential for Chinese ministry in the ELCIC

13. Date of application: \_\_\_\_\_

14. Signature of applicant: \_\_\_\_\_

\*\* All applications will be processed by the Scholarship Committee by August 31 each year.

Mail the completed application form to:

Cora Martinson Memorial Fund Committee  
Evangelical Lutheran Church in Canada  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

# **“CORA MARTINSON SCHOLARSHIP FOR CHINESE MINISTRY” WITH SUPPORT FROM THE CORA MARTINSON MEMORIAL FUND AND ELCIC PARISHES AND INDIVIDUALS**

## Objectives:

- To encourage and support the equipping of seminarians for Chinese ministry in ELCIC

## Funds:

- Supported through donations to the ELCIC Cora Martinson Memorial Fund Scholarship

## Scholarship:

- Available up to a maximum of \$3000 per person per year

## Application procedures:

- Application forms are available on the ELCIC website ([www.elcic.ca](http://www.elcic.ca)), ELCIC seminaries, synod offices, and Chinese congregations and pastors
- Complete an application form including a personal letter from the applicant stating her/his plan to serve in Chinese ministry in the ELCIC
- Letters of recommendation required:
  - Letters from up to two ELCIC pastors (with preference that at least one be a Chinese pastor) about the applicant's potential to serve in Chinese ministry in ELCIC
  - Letter from the applicant's home congregation council about the applicant's potential for Chinese ministry in the ELCIC

## Submission of Application:

- Last day for receiving application is June 1 each year.
- Please forward the application form to:

ELCIC Cora Martinson Memorial Fund Committee  
302-393 Portage Ave  
Winnipeg MB R3B 3H6  
or email the application form to [pgehrs@elcic.ca](mailto:pgehrs@elcic.ca)  
or fax to 1-204-984-9185

## Application will be approved by:

- ELCIC Cora Martinson Memorial Fund Committee
- Criteria for eligibility:
  - Must be endorsed by their synod Committee for Theological Education and Leadership
  - Must enroll in a full-time program of studies at an approved seminary such as Lutheran Theological Seminary, Saskatoon or Waterloo Lutheran Seminary
  - Must demonstrate good potential for and commitment to making a contribution towards Chinese ministry in ELCIC

(Updated March 2006)



# Synodical Financial Support for Seminary Students of the Evangelical Lutheran Church in Canada

The students listed below are candidates for rostered ministry in the Evangelical Lutheran Church in Canada.

Sending Synod: \_\_\_\_\_

<u>STUDENTS:</u>	<u>SEMINARY:</u>	<u>AMOUNT:</u>

We request that the ELCIC seminary which receives and administers these funds disperse them in the following manner (Check one of the following):

- For the general financial aid program of the seminary in providing any student need.
- For the student(s) named above to the extent of financial need, with the remainder available for the general financial aid program of the seminary.
- For the student(s) named above only, regardless of financial need.

In the case of students at non-ELCIC seminaries, financial aid will be sent directly to the student by the financial aid office of the ELCIC seminary with which they are related.

Please sign below:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Synod Position: \_\_\_\_\_



# Congregational Support for Candidates at a Seminary of the Evangelical Lutheran Church in Canada

Person Seeking Candidacy: \_\_\_\_\_

Person's Address: \_\_\_\_\_

Synod Affiliation: \_\_\_\_\_

Our congregation registered the above member as one who is seeking candidacy for:

Ordained Ministry

Diaconal Ministry

It is our intent to provide personal support of this member through regular communication, prayer, fellowship, leadership and worship opportunities, etc. It is our further intent to provide financial support in the amount of \$\_\_\_\_\_ for the years \_\_\_\_\_. The financial support will be sent to the financial aid office of the seminary on or before this date: \_\_\_\_\_.

It is our desire that the seminary financial aid office allocate these funds in the following way:

- For the general financial aid program of the seminary in providing for any student need.
- For the student named above to the extent of his or her financial need, with the remainder available for the general financial aid program of the seminary.
- For only the student named above regardless of financial need.

Congregation: \_\_\_\_\_

Address: \_\_\_\_\_

Please sign and date below:

Council President or Secretary: \_\_\_\_\_  
Signature Date

Pastor: \_\_\_\_\_  
Signature Date

***Complete this form and send copies to your synod office care of Candidacy and an additional copy to the financial aid office of the ELCIC seminary.***



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

**Senior Dossier  
Ordained Ministry**

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**DOSSIER**  
for

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Candidate

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Current Address

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Phone/Email

---

Home Synod

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Seminary

To the synod bishop:

This dossier has been prepared at the request of the above named candidate expressly for you to consult relative to examination and first call. It is understood that you will treat this dossier as confidential material, i.e. you will not share its contents directly with other persons, although the contents will be informative to you in your conversations with others. Any exception must have the written approval of the candidate.

The authorization for release (Form 1) which the student signs reads as follows:

“I hereby authorize the release of this dossier to synodical bishops designated by me on Form #2. Copies are to be released upon my request to one synodical bishop at a time. It is understood that such information is to be transmitted only as privileged and confidential communication and is to be used in the best interests of all concerned.”

This dossier is to be maintained in perpetuity in a confidential file in the Synod Office.

Senior Dossier Ordained Ministry-Form XV-1 of 7



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

## Senior Dossier Form #1 Ordained Ministry

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### Dossier Request and Release

A. I hereby request the assistance of the seminary in the development of a dossier related to examination and first calls which will be forwarded to the bishop of my home synod by November 1 pending approval for call by synod council.

I understand that this dossier will include:

1. Dossier Request and Release (Form #1)
2. Information Pertaining to Ordination (Form #2)
3. Self-Evaluation (Form #3)
4. Faculty Evaluation (Form #4)  
(May be individual or panel; selected by Seminary Chief Exec. Officer)
5. A copy of my CPE/SPE supervisor's final report
6. A copy of my own evaluation of my CPE/SPE experience
7. A copy of my (a) Intern supervisor's final report and  
(b) Lay committee's final report
8. A copy of my own evaluation of my Internship
9. An official seminary transcript
10. A final evaluation report from my Synod's CTEL (Form #5)

B. Items A 4, 5, 7, 9 and 10 are authorized for release to the Examining Committee

C. I hereby authorize the release of this dossier to synodical bishops designated by me on Form #2. Copies are to be released upon my request to one synodical bishop at a time. It is understood that such information is to be transmitted only as privileged and confidential communication and is to be used in the best interests of all concerned.

D. I understand that I am required to complete and return a copy of Form#2 to the Evangelical Lutheran Church in Canada National Office by October 15.

E. I hereby request that all materials included in this dossier be maintained in perpetuity in a confidential file in the Synod Office.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

## Senior Dossier Form #2 Ordained Ministry

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### Information Pertaining to Ordination

(Please Print)

1. Name \_\_\_\_\_ Home Synod \_\_\_\_\_

2. What is your expected month and year of graduation? \_\_\_\_\_

3. What is your expected month and year of completing preparation requirements for your synodical CTCL? \_\_\_\_\_

4. What is your expected month and year of ordination? \_\_\_\_\_

5. Do you wish to be considered now for a call in a synod of the ELCIC?      Yes       No   
(If NO, please skip to question 7)

a. If YES, list in order of preference the three synods in which you are at present interested:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

b. Preferred setting (number by order of preference):

_____ inner city	_____ large town (1,000–10,000)
_____ large city (over 50,000)	_____ small town (under 1,000)
_____ small city (10,000–50,000)	_____ rural (open countryside)
_____ suburban	

c. Type of position (check one or more):      \_\_\_\_\_ single congregation      \_\_\_\_\_ multiple congregation

\_\_\_\_\_ multiple staff      \_\_\_\_\_ specialized (specify) \_\_\_\_\_

6. Note here any information regarding your family situation which may be pertinent to your ordination or placement, i.e. spouse's educational or vocational plans, parents, etc.

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7. If not planning ordination at the present time, indicate your plans:

\_\_\_\_\_ graduate study      \_\_\_\_\_ other (specify) \_\_\_\_\_  
\_\_\_\_\_

8. Please provide an address and phone number (for example, yours, a parent's or home pastor's) where you may be reached after graduation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
\_\_\_\_\_

***PLEASE NOTE: Return a copy of this form to the ELCIC National Office, ATT: Leadership for Ministry by October 15.***



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

## Senior Dossier Form #3 Ordained Ministry

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### Self-Evaluation (Please Print)

Write a self-evaluation in light of your understanding of the Christian ministry on (1) areas of ordained ministry in which you are interested and why, and (2) your personal and professional strengths and weaknesses related to the ordained ministry.

May be continued on additional sheets. Date and sign this sheet and securely fasten continuation sheets to it.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302 – 393 Portage Avenue  
Winnipeg MB R3B 3H6

## Senior Dossier Form #4 Ordained Ministry

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### Faculty Evaluation

The Seminary CEO is responsible for designating faculty to prepare this evaluation.

Candidate's Name: \_\_\_\_\_

Faculty Member Writing Evaluation \_\_\_\_\_

*Please write a brief evaluation of the candidate indicated above, for the candidate's dossier, to be used by the Examining Committee and the Synodical Bishop of the candidate's choice in recommending him/her for examination and first call.*

Recommendation of Faculty:  Approval  
 Denial of approval  
 Postponement of approval

Please comment on each of the following areas:

1. Academic and theological competence.

2. Call to ministry and ministry gifts.

3. Practical readiness and leadership skills.

Seminary: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

This is a report submitted as a result of a seminary faculty panel evaluation. Yes  No



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

## Senior Dossier Form #5 Ordained Ministry

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### Synod CTEL Final Evaluation Report

(Please Print)

To be completed by the Committee Chairperson or Relator (Contact Person)

Candidate: \_\_\_\_\_

Candidate's Home Synod \_\_\_\_\_

Please write a concise and specific report about the above candidate for the candidate's dossier, which the Examining Committee uses in the final evaluation, and synodical bishops use when recommending the candidate for a call or appointment.

In your report include any observations or information which have significant implications for the type of ministry for which the candidate is well-suited. Draw upon the experience and actions of the committee throughout the preparation process, including the report of the consulting psychologist, the structured interview, annual developmental interviews, CPE/SPE reports, internship evaluations, and academic performance. Include the committee's perceptions of the candidate's greatest strengths, skills for ministry, potential for ministry, the type(s) of ministry for which the candidate has the greatest potential, major growth areas, the candidate's ability to work with and motivate others, leadership qualities, and personal credibility/integrity as a future professional leader in the ELCIC. Comment also on specific issues or concerns that could have implications for a call or appointment.

(Please use reverse side if you need additional space)

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Synod: \_\_\_\_\_



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

**Dossier**  
**Diaconal Ministry**

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## DOSSIER

for

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Diaconal Candidate

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Current Address

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Phone/Email

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Home Synod

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Seminary or Institution (if applicable)

To the synod bishop:

This dossier has been prepared at the request of the above named candidate expressly for you to consult relative to examination and first call. It is understood that you will treat this dossier as confidential material, i.e. you will not share its contents directly with other persons, although the contents will be informative to you in your conversations with others. Any exception must have the written approval of the candidate.

The authorization for release (Form 1) which the candidate signs reads as follows:

“I hereby authorize the release of this dossier to synodical bishops designated by me on Form #2. Copies are to be released upon my request to one synodical bishop at a time. It is understood that such information is to be transmitted only as privileged and confidential communication and is to be used in the best interests of all concerned.”

This dossier is to be maintained in perpetuity in a confidential file in the Synod Office.



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

## Dossier Form #1 Diaconal Ministry

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### Dossier Request and Release

The diaconal candidate may copy and distribute a request to any and all sources for items to be included in the Dossier.

- A. I hereby request assistance in the development of a dossier related to examination and first calls which will be forwarded to the bishop of my home synod by November 1 pending approval for call by synod council.

Please supply the items checked:

1. Dossier Request and Release (Form #1)
2. Information Pertaining to Placement (Form #2)
3. Self-Evaluation (Form #3)
4. Two Faculty Evaluation (Forms #4a, 4b) by teacher of courses taken by candidate
  - a) Faculty Evaluation (Selected by Student)
  - b) Faculty Evaluation (Selected by Student)
5. A copy of my CPE/SPE supervisor's final report (if CPE/SPE has been taken)
6. A copy of my own evaluation of my CPE/SPE experience
7. A copy of my Supervised Field Experience supervisor's final evaluation
8. A copy of my own evaluation of my Supervised Field Experience
9. An official transcript of required theological courses completed
10. A final evaluation report from my Synod's CTEL (Form #5)

- B. Items A 4, 5, 7, 9 and 10 will be shared with the Examining Committee

- C. I hereby authorize the release of this dossier to synodical bishops designated by me on Form #2. Copies are to be released upon my request to one synodical bishop at a time. It is understood that such information is to be transmitted only as privileged and confidential communication and is to be used in the best interests of all concerned.

- D. I understand that I am required to complete and return a copy of Form #2 to the Evangelical Lutheran Church in Canada national office by October 15.

- E. I hereby request that all materials included in this dossier be maintained in perpetuity in a confidential file in the Synod Office.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302-393 Portage Avenue  
Winnipeg MB R3B 3H6

## Dossier Form #2 Diaconal Ministry

### Information Pertaining to Placement

(Please Print)

1. Name \_\_\_\_\_ Home Synod \_\_\_\_\_

2. What is your expected month and year of graduation? \_\_\_\_\_

3. What is your expected month and year of completing preparation requirements for your synodical CTCL? \_\_\_\_\_

4. What is your expected month and year of consecration? \_\_\_\_\_

5. Do you wish to be considered now for a call in a synod of the ELCIC? Yes  No

(If NO, please skip to question 7)

d. If YES, list in order of preference the three synods in which you are at present interested:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

b. What is your ministry specialization? \_\_\_\_\_

c. Preferred setting (number by order of preference):

_____ inner city	_____ large town (1,000 – 10,000)
_____ large city (over 50,000)	_____ small town (under 1,000)
_____ small city (10,000 – 50,000)	_____ rural (open countryside)
_____ suburban	

d. Type of position (check one or more): \_\_\_\_\_ single congregation \_\_\_\_\_ multiple congregation

\_\_\_\_\_ multiple staff \_\_\_\_\_ specialized (specify) \_\_\_\_\_

6. Note here any information regarding your family situation which may be pertinent to your consecration or placement, i.e. spouse's educational or vocational plans, parents, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If not planning for call and consecration at the present time, indicate your plans:

\_\_\_\_\_ graduate study      \_\_\_\_\_ other (specify) \_\_\_\_\_  
\_\_\_\_\_

8. Please provide an address and phone number (for example, yours, a parent's or home pastor's) where you may be reached after graduation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

***PLEASE NOTE: Return a copy of this form to the ELCIC National Office, ATT: Leadership for Ministry by October 15.***



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

**Dossier Form #3**  
**Diaconal Ministry**

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## **Self-Evaluation**

(Please Print)

Write a self-evaluation in light of your understanding of the Christian ministry on (1) areas of diaconal ministry in which you are interested and why, and (2) your personal and professional strengths and weaknesses related to the diaconal ministry.

May be continued on additional sheets. Date and sign this sheet and securely fasten continuation sheets to it.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

**Dossier Form #4a**  
**Diaconal Ministry**

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## **Faculty Evaluation**

Selected by Candidate  
(Please Print)

Candidate: \_\_\_\_\_

Faculty Member Writing Evaluation: \_\_\_\_\_

Institution and Address: \_\_\_\_\_

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Please write a brief evaluation of the candidate indicated above for the candidate's dossier, to be used by the Examining Committee and by the synodical bishops of candidate's choice, in recommending him/her for examination and first call.

In this statement please comment upon the candidate's strengths and weaknesses, attitudes toward self, associates, and tasks; relationships with other people; personality, sense of call; potential for the diaconal ministry; and your impression of where that potential might best be realized.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302-393 Portage Avenue  
Winnipeg MB R3B 3H6

**Dossier Form #4b**  
**Diaconal Ministry**

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## **Faculty Evaluation**

Selected by Candidate  
(Please Print)

Candidate: \_\_\_\_\_

Faculty Member Writing Evaluation: \_\_\_\_\_

Institution and Address: \_\_\_\_\_

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Please write a brief evaluation of the candidate indicated above for the candidate's dossier, to be used by the Examining Committee and by the synodical bishops of candidate's choice, in recommending him/her for examination and first call.

In this statement please comment upon the candidate's strengths and weaknesses, attitudes toward self, associates, and tasks; relationships with other people; personality, sense of call; potential for the diaconal ministry; and your impression of where that potential might best be realized.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302–393 Portage Avenue  
Winnipeg MB R3B 3H6

**Dossier Form #5**  
**Diaconal Ministry**

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## Synod CTEL Final Evaluation Report

(Please Print)

To be completed by the Committee Chairperson or Relator (Contact Person)

Candidate: \_\_\_\_\_

Candidate's Home Synod \_\_\_\_\_

Please write a concise and specific report about the above candidate for the candidate's dossier, which the Examining Committee uses in the final evaluation, and synodical bishops use when recommending the candidate for a call or appointment.

In your report include any observations or information which has significant implications for the type of ministry for which the candidate is well-suited. Draw upon the experience and actions of the committee throughout the preparation process, including the report of the consulting psychologist, the structured interview, annual developmental interviews, CPE/SPE reports, supervised field experience evaluations, and academic performance. Include the committee's perceptions of the candidate's greatest strengths, skills for ministry, potential for ministry, the type(s) of ministry for which the candidate has the greatest potential, major growth areas, the candidate's ability to work with and motivate others, leadership qualities, and personal credibility/integrity as a future professional leader in the ELCIC. Comment also on specific issues or concerns that could have implications for a call or appointment.

(Please use reverse side if you need additional space)

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Synod: \_\_\_\_\_



1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

**Post Secondary Education**

<u>Name of School/Location</u>	<u>Dates</u>	<u>Major subjects</u>	<u>Credits</u>	<u>Degree</u>	<u>Date</u>
College _____	_____	_____	_____	_____	_____
Graduate school _____	_____	_____	_____	_____	_____
Seminary _____	_____	_____	_____	_____	_____
Other Education _____	_____	_____	_____	_____	_____

Do you have professional certification or licensure in any specialization?  Yes  No

Describe: \_\_\_\_\_

**Work History:** Please list most recent position first, including any military service.

<u>Position</u>	<u>Employer</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Church Service History and Preferences**

Member of \_\_\_\_\_ (Church denomination and country)

Date of Ordination/Consecration: \_\_\_\_\_

Date of Entry to Last Roster \_\_\_\_\_ Specify Roster: \_\_\_\_\_  
Month/ Day/Year

Date Left Last Roster \_\_\_\_\_ Specify Roster: \_\_\_\_\_  
Month/Day/ Year

\*Congregational Membership (if in Canada at time of application)

\_\_\_\_\_  
Congregation Name

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
Pastor ELCIC Synod

\_\_\_\_\_  
Denomination affiliation and regional unit if not ELCIC

Active member of congregation since: \_\_\_\_\_  
month/year

Synod Bishop While in Most Recent Rostered Service:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Is there any reason why this person should NOT be contacted?       Yes       No

State the reasons for request to join ELCIC roster, with special focus upon what has changed in your life (faith, attitudes, and circumstances) and the theological rationale for service in this church.

*I hereby apply for admission to a roster of the Evangelical Lutheran Church in Canada.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

***Return the completed original form to the synod office of your choice. Send it to the attention of the Bishop.***

ELCIC- The Synod of Alberta and the Territories (ABT), 10014 81 Ave., NW, Edmonton, Alberta, Canada T6E 1W8

ELCIC- British Columbia Synod (BC), 80 E 10 Ave., New Westminster, British Columbia, Canada V3L 4R5

ELCIC- Eastern Synod (E), 74 Weber St. W, Kitchener, Ontario, Canada N2H 3Z3

ELCIC- Manitoba Northwestern Ontario Synod (MNO), 210-3657 Roblin, Blvd., Winnipeg, MB R3R 0E2

ELCIC- Saskatchewan Synod (SK), 714 Preston Avenue, Saskatoon SK S7H 2V2

(Updated October 2009)



**Evangelical Lutheran Church in Canada**

***Letter of Call***  
***Ordained Minister***

To \_\_\_\_\_

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*Grace be unto you and peace from God our Father  
and the Lord Jesus Christ*

Mindful of the apostolic admonition that all things be done decently and in order, and in accordance with the practice of the Lutheran church to provide qualified Persons of good report and in whom the fruits of the Spirit are manifest, the Evangelical Lutheran Church in Canada recognizes the office of the ministry established by our Lord and seeks through it to give the spiritual leadership and pastoral care necessary for the establishment, growth, development, and welfare of Christ's holy Church. Accordingly,

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voted to call you as \_\_\_\_\_ according to the following terms:

## **That You...**

- (1) Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and practices of the church;
- (2) Baptize, confirm and marry in accordance with the teaching of the church and with the laws of the province or territory, visit the sick and distressed and bury the dead;
- (3) Inculcate piety in individual and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregation;
- (4) Install members of the Congregational Council and, with the council, administer discipline;
- (5) Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
- (6) Encourage the members to be generous in support of the ministry of the congregation, the synod and the church;
- (7) Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants, and submit a report of such statistics annually to the secretary of the synod on forms provided by the church. The parish records shall be kept in a separate book which shall remain the property of the congregation;
- (8) Commend members who move to the pastoral care of the parish in which their new home is located;
- (9) Participate in the Pension and Benefits Plan of the Evangelical Lutheran Church in Canada;
- (10) \_\_\_\_\_
- (11) \_\_\_\_\_

**That We...**

- (1) Receive you as our pastor and accord you the love, the respect, the good will, and the co-operation due your office, and uphold you in prayer
  
- (2) Promise you our faithful assistance in the work to which you are called
  
- (3) Support the work of the congregation, the synod and the Church
  
- (4) Contribute to the Pension and Benefits Plan according to the regulations of the Evangelical Lutheran Church in Canada
  
- (5) Reimburse you for expenses, not otherwise provided for, incurred in attending conventions and other official meetings at which your attendance is required
  
- (6) Participate in the Continuing Education Plan of the Evangelical Lutheran Church in Canada
  
- (7) Provide you a residence kept in good repair, including utilities   
OR  
Pay you a housing allowance
  
- (8) Pay you salary and benefits, to be reviewed annually, as provided for in the enclosed Memorandum of Compensation, Professional Expenses and Benefits
  
- (9) Pay your moving expenses (including travel) as follows:

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May the Holy Spirit guide you in the consideration of this call.

Name

Office

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date \_\_\_\_\_

Certified by

\_\_\_\_\_ Bishop

We earnestly request you to acknowledge immediately receipt of this Letter of Call and make your decision known to us within thirty days of official notice.

Correspondence should be addressed to \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

Telephone number \_\_\_\_\_

Copies of the letters pertaining to the acknowledgement of and decision on this Letter of Call should be provided for the Bishop of the \_\_\_\_\_ Synod.



# Evangelical Lutheran Church in Canada

## *Letter of Call*

### *Diaconal Minister*

To \_\_\_\_\_

\_\_\_\_\_

#### *Grace, mercy, and peace from God*

Bearing in mind apostolic counsel that all things be done decently and in order, and in accordance with the practice of the Lutheran church to provide qualified persons of good report and in whom the fruits of the Spirit are manifest, the Evangelical Lutheran Church in Canada recognizes diaconal ministry and seeks through it to provide the church with a public ministry of witness to the Gospel and service that enables and equips all the people of God in their ministry. Accordingly,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

voted to call you as \_\_\_\_\_ according to the following terms:

## **That You...**

- 1) Offer your service of Christ in a manner informed by the Word of God in a public ministry of witness to the Gospel and the apostolic faith that engages the church with the world;
- 2) Demonstrate competence and expertise in your particular discipline, \_\_\_\_\_, making connections between the church and the world, extending the witness of the church into the larger community;
- 3) In cooperation with other leaders, lay and ordained, lead and equip the baptized for ministry, discerning, encouraging and supporting in others their own gifts;
- 4) Give particular attention to ministries at the boundaries between church and world, speaking for the needs of God's world to the church as well as applying God's saving gospel to the needs of the world through the actions of God's people both individually and collectively;
- 5) Exemplify the life of Christ-like service addressing all forms of human need with commitment that supports and complements the ministry of Word and Sacraments, focusing on ministry to the whole person;
- 6) Be grounded in community with other diaconal ministers committed to a common calling which serves as a reminder and model for building community in all ministry settings;
- 7) Participate, when eligible, in the Pension and Benefits Plan of the Evangelical Lutheran Church in Canada according to its terms;
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

## **That We...**

- 1) Receive you as a duly consecrated lay diaconal minister of the church, and accord you the love, respect, good will, and cooperation due your position, and uphold you in prayer;
- 2) Promise our faithful assistance in the work to which you are called;
- 3) Support the work of the congregation, the synod and the church;
- 4) Contribute to the Pension and Benefits plan of the Evangelical Lutheran Church in Canada;
- 5) Pay you salary and benefits, to be reviewed annually as provided in the enclosed Memorandum of Compensation, Professional Expenses and Benefits.
- 6) Pay your moving expenses (including travel) as follows:

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May the Holy Spirit guide you in the consideration of this call.

Name

Office

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Date \_\_\_\_\_

Certified by

\_\_\_\_\_ Bishop

We earnestly request you to acknowledge immediately receipt of this Letter of Call and make your decision known to us within thirty days of official notice.

Correspondence should be addressed to \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

Telephone number \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Copies of the letters pertaining to the acknowledgement of and decision on this Letter of Call should be provided for the Bishop of the \_\_\_\_\_ Synod.

\_\_\_\_\_  
Address

Email: \_\_\_\_\_



# Evangelical Lutheran Church in Canada

## SYNODICALLY AUTHORIZED LAY MINISTRY OF THE WORD IN THE EVANGELICAL LUTHERAN CHURCH IN CANADA

### Registration Materials

Name of Person Seeking Candidacy: \_\_\_\_\_

Current Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Enclosed are materials provided by synodical Committees for Theological Education and Leadership (CTEL) to persons who wish to apply for registration as candidates for ordained ministry or diaconal ministry.

Information regarding the registration materials:

- FORM 1      Application for Registration for Church Occupations  
(This form is to be completed by the Candidate)
- FORM 1A    Recommendation from Congregational Council
- FORM 1B    Statement from Non-Relative  
(This form may be given to a former employer, campus pastor, or someone with whom the candidate has worked closely.)
- FORM 1C    Statement from Physician (Please check with Synodical Office if this is required)

**Synod:**

The synodical staff person or committee chairperson should write the address of the appropriate synodical office at the place indicated on each form prior to giving the packet to the candidate.

**Candidate:**

The candidate is responsible for distributing the forms to the appropriate persons.

Each form is to be returned directly to the synodical office by the individual completing it.

I hereby authorize the collection, maintenance and use of these registration forms by the synod Committee for Theological Education and Leadership (CTEL). It is understood that such information is privileged and confidential and is to be used in the best interest of all concerned.

These materials will be maintained in perpetuity in a confidential file in the Synod Office.

Signed: \_\_\_\_\_

Candidate



# 1. Application for Registration for Synodically Authorized Lay Ministry of the Word in the Evangelical Lutheran Church in Canada

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Date: \_\_\_\_\_

## A. PERSONAL INFORMATION

Full Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
number & street                      city                      province                      postal code

Present Address: \_\_\_\_\_  
number & street                      city                      province                      postal code

Permanent Phone: \_\_\_\_\_ Present Phone: \_\_\_\_\_

Marital Status:    Single     Married     Separated     Widowed     Divorced

Date of Birth: \_\_\_\_\_                      Male     Female

## B. FAMILY INFORMATION

	Name	Occupation
Your spouse:	_____	_____

Your children: \_\_\_\_\_ (age)  
\_\_\_\_\_ (age)  
\_\_\_\_\_ (age)

## C. CHURCH

	Congregation (Name and Denomination)	Address	Date
Baptized:	_____	_____	_____

Confirmed: \_\_\_\_\_

Present church membership: \_\_\_\_\_

List your congregational activities during the last 10 years:

Have you previously applied for registration for synodically authorized lay ministry with any other synod?

Yes  No  If yes, when and which synod?

**D. EDUCATION (beginning with most recent)**

Schools and locations	Grade Average Major	Degree Or Certificate earned	Year awarded
_____			
_____			
_____			

Please arrange for a transcript from the last school attended to be sent to the Synod Office.

**E. WORK EXPERIENCE**

Job Title	Name of employer	Address	Employment dates from	to
_____				
_____				
_____				

**F. VOLUNTEER ACTIVITIES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. INTERESTS AND HOBBIES (identify specific activities and the number of years you were involved)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. AUTOBIOGRAPHICAL INFORMATION**

On a separate sheet of paper, write a brief description of your life. Include in your sketch an outline of the influences which led you to consider a career in the church.

**I. REFERENCES**

- Form 1A Church Council of Home Congregation
- Form 1B Non-Relative (preferably former employer or official of educational institution last attended)
- Form 1C Physician (as required from Synod Office)

Please attach a recent photo of yourself.

Signature: \_\_\_\_\_

PLEASE RETURN TO:  
(Synodical office address)



# 1A. Recommendation from Congregational Council for Synodically Authorized Lay Ministry of Word

\_\_\_\_\_  
Name of Candidate

\_\_\_\_\_  
Address

This candidate desires to prepare for Synodically Authorized Lay Ministry of the Word in the ELCIC and has applied for registration. Ministry belongs to the whole people of God, but the church identifies certain people in the community as professional leader. No individual enters into such service alone or becomes a professional leader merely by his or her personal decision. Rather, responsibility for recruitment and preparation of professional leaders is a shared responsibility. Your partnership is requested at this time in endorsing/supporting a candidate from your congregation. Please spend a part of your council meeting to discuss this person's candidacy for professional leadership and respond to the following questions. Your reply will become part of the candidate's file which is open to the candidate.

1. Date on which the candidate was received as a member of your congregation.

\_\_\_\_\_ month          day          year

2. Is this candidate well known  hardly known  (check one) by the majority of church members? Please explain

\_\_\_\_\_  
\_\_\_\_\_

3. Please check the areas of congregation life in which the candidate has participated.

Activity	Description
<input type="checkbox"/> Music Ministry	_____
<input type="checkbox"/> Visitation	_____
<input type="checkbox"/> Stewardship	_____
<input type="checkbox"/> Youth Ministry	_____
<input type="checkbox"/> Social Ministry	_____
<input type="checkbox"/> Worship	_____
<input type="checkbox"/> Educational Ministry	_____
<input type="checkbox"/> Evangelism	_____
<input type="checkbox"/> Other	_____

4. Rate the candidate's qualities in the areas listed below. Use (+) for above average; (A) for average; (-) for below average.

Leadership

Interpersonal skills

Conscientiousness

Self-confidence

Initiative

Self-discipline

Maturity

Tact

Scholastic ability

Commitment to serve

Communication skills

Religious awareness

Comments:

5. What factors/influences do you think led the candidate to consider serving the church in this capacity?

6. What special qualifications does the candidate have for this ministry?

7. Are there any matters regarding the candidate's circumstances or health that might hinder serving as a professional leader?

8. What are some of the areas in which the candidate might need guidance?

9. What strengths do you think this candidate brings to this ministry under consideration?  
Please include specific details to support your observations.

10. Do you think the candidate will need financial aid to complete the educational requirements?  
Yes  No  What sources of aid have been explored?

11. If you were asked to vote on approving this candidate for Synodically Authorized Lay Ministry of the Word, how would you vote? Yes  No  (Please explain your answer.)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Congregation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

We appreciate your evaluation and thank you for your cooperation.

PLEASE RETURN TO:  
(Synodical office address)



## 1.B Statement from Non-Relative for Synodically Authorized Lay Ministry of the Word in the Evangelical Lutheran Church in Canada

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Name of Candidate

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Address

This candidate desires to prepare for Synodically Authorized Lay Ministry of the Word in the ELCIC and has applied for registration. Will you please give your appraisal of the qualifications of the above-named candidate. Your reply will become part of the candidate's file which is open to the candidate.

1. In what capacity have you known the candidate? \_\_\_\_\_

For how long? \_\_\_\_\_

2. How well do you know the candidate? Very well  Well  Only casually  Explain.

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3. Rate the candidate's qualities in the areas listed below. Use (+) for above average; (A) for average; (-) for below average.

- |   |   |
|---|---|
| <input type="checkbox"/> Leadership           | <input type="checkbox"/> Interpersonal skills |
| <input type="checkbox"/> Conscientiousness    | <input type="checkbox"/> Self-confidence      |
| <input type="checkbox"/> Initiative           | <input type="checkbox"/> Self-discipline      |
| <input type="checkbox"/> Maturity             | <input type="checkbox"/> Tact                 |
| <input type="checkbox"/> Scholastic ability   | <input type="checkbox"/> Commitment to serve  |
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Religious awareness  |

Comments:

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4. What factors/influences do you think led the candidate to consider serving in this ministry?

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5. What special qualifications does the candidate have for the occupation under consideration?

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6. Describe any areas which the candidate might need guidance in order to qualify for the occupation under consideration?

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7. If you were asked to vote on approving this candidate for the rostered ministry under consideration, how would you vote?

- Yes
- Yes, but with reservation
- No

Please elaborate.

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

We appreciate your evaluation and thank you for your cooperation.

PLEASE RETURN TO:  
(Synodical office address)



# 1.C Statement from Physician for Candidate for Synodically Authorized Lay Ministry of the Word in the Evangelical Lutheran Church in Canada

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Name of Candidate

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Address

This candidate desires to prepare for a church occupation as a Synodically Authorized Lay Ministry of the Word and has applied for registration. Will you please give your appraisal of the qualifications of the above-named candidate. This information will not be used to refuse the candidate's registration, but may be helpful in suitable placement of the candidate. Your reply will be part of the candidate's file which is open to the candidate.

1. How long have you known the candidate? \_\_\_\_\_

2. On what date did you last examine the candidate? \_\_\_\_\_

3. What is the general condition of the candidate's health? \_\_\_\_\_

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4. Does the candidate have a medical history of chronic illness or mental or nervous disorders?

Yes  No

(If yes, please elaborate.)

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5. Is the candidate under medication or treatment for any of the following: headaches, neurological problems (including neuro-muscular diseases), pulmonary problems, cardiovascular disease (including hypertension, peripheral occlusive vascular disease), gastro-intestinal disease (including peptic ulcer, inflammatory bowel, etc.), genital-urinary disease (including kidney, prostate, etc.), muscular-skeletal disease (including arthritis), skin disease, endocrine disease (including diabetes, hypoglycemia, etc.), hematopoietic-lymphatic disease (including anemias, leukemias, etc.), and neuro-psychiatric disease (including neurosis and psychosis)? Yes  No

(If yes, please specify. Include a description of the extent of the disease, the medication and/or treatment, as well as any restrictions it places on the candidate.)

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6. What is the candidate's surgical history? In each instance please provide a description of the type of surgery and the date when it was performed.

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7. Does the candidate have any physical or emotional conditions which would hinder performance of the responsibilities of the occupation under consideration? Yes  No  (If yes, please describe in detail.)

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

We appreciate your evaluation and thank you for your cooperation.

PLEASE RETURN TO:  
(Synodical office address)



# Evangelical Lutheran Church in Canada

Leadership for Ministry  
302-393 Portage Avenue  
Winnipeg MB R3B 3H6

**Transfer Form #XXI**

## CTEL Transfer Form for Rostered Ministry Candidate

Candidate's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Brief explanation of reason for transfer:

I give permission to transfer all documentation regarding my candidacy from the Sending Synod to the Receiving Synod.

Candidate's signature \_\_\_\_\_ date \_\_\_\_\_

### SENDING SYNOD

**Candidate is being transferred from:** \_\_\_\_\_ **Synod.**  
Synod Name

CTEL of sending synod approves this transfer.

Signature \_\_\_\_\_ date \_\_\_\_\_

Bishop of sending synod approves this transfer

Signature \_\_\_\_\_ date \_\_\_\_\_

### RECEIVING SYNOD

**Candidate is being transferred to:** \_\_\_\_\_ **Synod.**  
Synod Name

CTEL of receiving synod approves this transfer.

Signature \_\_\_\_\_ date \_\_\_\_\_

Bishop of receiving synod approves this transfer

Signature \_\_\_\_\_ date \_\_\_\_\_

A copy is to be forwarded to each synod office.