

## Dear Potential Candidacy Candidate:

On behalf of the East Central Synod of Wisconsin, we welcome your interest for candidacy into Diaconal Ministry, Deaconess, or Associate in Ministry in the ELCA. This important decision is to be made by you and the Candidacy Committee of the Synod. Several important initial steps are necessary to begin your journey toward admission to the candidacy process and your work with the ELCA.

The book *What Shall I Say? Discerning God's Call to Ministry* is out of print, but is available in the Resource Center. Please feel free to stop by to take one out. Your thoughts on this book will be discussed during your initial interview with a member of the Candidacy Committee.

Upon making **your** decision to proceed with candidacy into the ELCA, several steps need to be taken before presenting your name to the Candidacy Committee for acceptance into the process. Typically, for fall enrollment in an ELCA seminary, your preliminary paperwork and interviews should be complete by mid-February. This will allow time for the Candidacy Committee to review your application and recommend you for entrance into a seminary. Please feel free to contact the Synod Office with questions at [karen.peckham@ecsw.org](mailto:karen.peckham@ecsw.org) or 920/734-5381.

The preliminary steps in the process include:

- Your **Application, Essay, Entrance Information Form** and a check for the **\$600 registration fee** made out to the East Central Synod of Wisconsin must be received at the Synod Office.

**Forms for Applicants and Candidates** [www.elca.org/candidacy/forms/#candidates](http://www.elca.org/candidacy/forms/#candidates)

- **Application for Entrance to Candidacy** (Make sure you send this on-line to the ELCA and a hard copy to Synod Office.)
- **Entrance Information**

Formatta Filler 6.0 is required to open and view these forms. Formatta Filler allows you to complete, save, print, and/or e-mail forms on your pc (but not Mac) avoiding the hassle of filling in the forms by hand. To download Formatta Filler go to <http://archive.elca.org/technology/Formatta/FillerssetupFull.exe>. If you encounter difficulties, please call 800-638-3522, extension 5071.

- **Congregational Registration** and **Congregational Support** forms must be sent to the Synod Office. **Membership in an ELCA church for at least one year prior to beginning the entrance process is required.** Candidates should request their pastor complete these forms found on line at <http://www.elca.org/candidacy/forms/#congregations> and send a copy to the East Central Synod of Wisconsin, 16 Tri-Park Way, Appleton, WI 54914

**Forms for Congregations** <http://www.elca.org/candidacy/forms/#congregations>

- **Congregational Registration** for a Candidacy Applicant
- **Congregational Support** for Candidates at an ELCA Seminary
- Schedule an **Initial Interview** through the candidacy chairperson, **Rev. Ted and Joan Johanson**, Stevens Point, at **715/344-1387** or [ecswcandidacy@gmail.com](mailto:ecswcandidacy@gmail.com).
- A background check is required. Please, call or e-mail Karen Peckham (920/734-5381 or [karen.peckham@ecsw.org](mailto:karen.peckham@ecsw.org)) for details.

## ENTRANCE

After the preliminary steps are complete:

- Schedule a **Psychological Evaluation/Career Consultation** with the **Synod Office (920/734-5381)** or by contacting [karen.peckham@ecsw.org](mailto:karen.peckham@ecsw.org). This evaluation includes written testing, an interview with the psychologist, a follow-up conversation, and a signed release of information to the Candidacy Committee. The Synod Candidacy Committee may contact psychologist for further explanation or clarification on points of your psychological and career evaluation report.

This process takes at least 8 weeks. You are responsible for keeping the psychologist informed of the time frame for your entrance decision. For a spring entrance decision, please begin this process by early December and have all paperwork completed by mid-February. Also, understand this evaluation is valid for only one year.

- At a scheduled Candidacy Committee Meeting, you will be asked to meet with a panel that will review your file, interview you, and make a recommendation for your entrance into the process.

After a positive Entrance Decision, you will be assigned a committee contact person. Regular contacts should be initiated by you with the Candidacy Committee chairperson and your contact person.

It is recommended that your **academic reports** be requested by you to be sent to the Synod Office yearly.

## **ENDORSEMENT**

Prior to your supervised field experience and about half-way through your studies, you should contact the candidacy chairperson, **Rev. Ted and Joan Johanson**, Stevens Point, at **715/344-1387** or [ecswcandidacy@gmail.com](mailto:ecswcandidacy@gmail.com) with your request to be endorsed by the Committee. You will be given the topic for your **Endorsement Essay** which is to be sent to the Synod Office. A panel will again meet with you and make its recommendation on your endorsement.

## **APPROVAL**

When nearing the completion of your studies, again notify, **Rev. Ted and Joan Johanson**, Stevens Point, at **715/344-1387** or [ecswcandidacy@gmail.com](mailto:ecswcandidacy@gmail.com), and you will be assigned the **Approval Essay** to be sent to the Synod Office. Your essay, academic transcripts, and Supervised Field Experience evaluations will then be reviewed. Approval interviews with the Multi-Synodical Candidacy Committee will be arranged at the Synod Office followed by the committee's recommendation on your approval.

Forms need to be completed for the Churchwide Assignment Process. (To learn more about the assignment process and where to submit forms please visit the assignment pages at [www.elca.org/assignment](http://www.elca.org/assignment).) When completing the necessary forms, please send a signed copy of the Rostered Leader Profile (Form RLP <http://www.elca.org/Growing-In-Faith/Vocation/Become-a-Leader/Assignment-Process/Forms.aspx> ) to the Synod Office: Attn: Candidacy Committee; 16 Tri-Park Way, Appleton, WI 54914.

Love in Christ,

Joy Mortensen-Wiebe  
Associate with the Bishop