***Application for Admission to the***

***Pastoral Ministry of The Lutheran Church—Missouri Synod***

***By Colloquy to the “Specific Ministry Pastor” Roster***

***(for Licensed Lay Deacons)***



**General Instructions for Applicants:**

The applicant shall first consult with his district president in order to prepare or obtain, as appropriate, all materials required for a complete application (Please read carefully the Policy Manual for Admission to the Pastoral Ministry of The Lutheran Church—Missouri Synod by Colloquy to the Specific Ministry Pastor Roster). This application package shall be assembled by the applicant and the district president and shall include the following:

1. The applicant shall authorize the district president to request a complete background check through “Protect My Ministry.” The applicant shall tender payment for all “Protect My Ministry” fees with the completed authorization form to the district in which application is being made (fees are established by each district). A copy of this report (minus the Social Security Number) shall be provided as part of the application package. Should the background check disclose any problems (e.g. bankruptcies, violations of the law, excessive debt) please use a separate sheet with the application to explain fully.
2. The applicant shall complete the form “Application for Admission to the Colloquy Program for Specific Ministry Pastors” (a modified version of the regular application for colloquy). Specific elements to be included with this application form are:
   1. A detailed description of the applicant’s current service as a lay deacon licensed for Word and Sacrament ministry.
   2. Three sermons, written or recorded (digitally on a CD or “thumb drive”).
   3. Demonstration of a thorough knowledge of Luther’s Small Catechism by means of an essay.
   4. Documentation that the applicant has passed the seminaries’ basic entry tests in the Old Testament and New Testament (also a requirement for entering the seminary SMP program), available on the seminaries’ web sites; OR present official transcripts documenting successful completion of equivalent courses in an academic setting.
   5. Documentation demonstrating completion of a one week intensive course on the Lutheran approach to Scripture and doctrine offered by the seminary faculties is required. (This course, to be offered regionally, will be good preparation for the interview with the regional colloquy committee – ultimately, the course will also be digitally recorded for viewing in other locations.) However, in lieu of this course, the applicant may fulfill this requirement by presenting documentation (transcripts) of successful completion of an academic course in Lutheran doctrine instead.
3. The district president and applicant (and, if married, his wife) shall sign the application where indicated. The district president needs to indicate his strong support for the applicant to be placed in an SMP call to the congregation the applicant is serving.
4. In addition to the information required to complete the application form, the applicant shall prepare an autobiographical statement including his experience as a licensed lay deacon.
5. The applicant shall arrange for written testimonials, sent directly to the district president, which assess the applicant’s Christian character and life, personality, abilities and previous service (especially with regard to how he has conducted himself as a licensed lay deacon). These testimonials shall come from no fewer than three references who have known and observed the applicant for at least the two years immediately preceding his application. Non-US citizens will be required to provide proof of legal residency in the United States.
6. In addition to the letter of endorsement from the district president, one of these testimonial letters must come from the circuit visitor (current or previous) of the circuit where the applicant has been serving as a licensed lay deacon assessing his current and past service.
7. The congregation served by the licensed lay deacon shall prepare an official letter to be included in the application package indicating their commitment to extend a call to the deacon once he is certified for call and placement. Placement in a call shall be by action of the Board of Assignments (the Council of Presidents) according to its normal procedures.
8. The pastor supervising the licensed lay deacon shall provide a detailed assessment of the applicant’s suitability (following the format of the district interview committee report), and a recommendation whether the applicant should be declared qualified (or not) for a call as a “specific ministry pastor” in The Lutheran Church—Missouri Synod upon completion of the colloquy process. If the applicant is married, this report should include an evaluation of the attitude toward the ministry on the part of the applicant’s wife. A written copy of this report shall be included in the application package.
9. The applicant shall arrange for transmission to the district president of official (original) transcripts from all colleges and seminaries he may have attended. The applicant also shall furnish evidence of earned continuing education units (CEUs) and of other non-credit academic and professional experiences completed. The Colloquy Committee reserves the right to seek independent validation of credit.
10. The district president shall attach a cover letter to the application package which declares his strong endorsement and sponsorship of the applicant. The district president’s letter must also give clear and cogent reasons why the colloquy applicant cannot enter the seminary alternate route or the seminary SMP program. The district president shall make sure all requested information has been provided and shall send the completed package with appropriate signatures to the First Vice-President of the Synod as chairman of the Pastoral Colloquy Committee. The applicant (and, if married, his wife) and the sponsoring district president must sign this application form where indicated.

*Prepared March 2017*

*\*All letters of recommendation, tests, or transcripts are to be sent directly to the district president by the individuals or schools providing them.*

**I – ELIGIBILITY FOR COLLOQUY TO THE SPECIFIC MINISTRY PASTOR ROSTER**

# *Only applicants who meet the requirements for eligibility as specified in the policies of the Colloquy Committee for the Pastoral Ministry will be considered for admission to the Pastoral Ministry by Colloquy.*

# Currently Licensed Lay Deacons in The Lutheran Church—Missouri Synod who are required by the Synod to apply for colloquy as a Specific Ministry Pastor: Resolution 13-02A of the 2016 Convention of the Synod (see Policy Manual, Appendix Three, pages 34ff) requires that “those deacons currently licensed for and serving in Word and Sacrament ministry” (that is, publicly preaching and administering the sacraments on a consistent and continuing basis) shall have until July 1, 2018 to: 1) apply to one of the seminaries for admission to the alternate route program, 2) apply for entrance into a seminary SMP program, or 3) apply to the regional colloquy committee for admission to the SMP roster, unless granted a waiver through the process laid out in the resolution. This route, according to Resolution 13-02A, is for “current licensed lay deacons (LLDs) who are 50 years of age or older and who have been preaching the Gospel and/or administering the sacraments publicly on behalf of the church for the past 2 years (de facto pastors), so that these servants of Christ can be called and ordained according to the order of the LCMS and be rostered as pastors with SMP status.” Policies and procedures to be followed by those in this category of colloquy applicants, as well as exceptions allowed, are detailed in the appropriate policy manual.

***Please provide the following information (click on the gray box to enter information – please type the application):***

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

1. I am a Licensed Lay Deacon licensed for Word and Sacrament Ministry in The Lutheran Church—Missouri Synod. Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_
2. District of Licensure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date **(Month and Year**) License Issued:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Current Place of Service **(Name of Congregation/City/State**):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Date **(Month and Year)** Service Began:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of the Congregation that is planning to extend a call to you to be an SMP Pastor once you are certified for call and placement:

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

1. Provide a detailed description of the history and nature of your service as a Licensed Lay Deacon *(attach extra page if necessary)*:

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

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

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

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

8) Request for exception to the following will be attached (if needed) because:

\_\_\_\_age requirement (I am not yet 50 years of age)

\_\_\_\_experience requirement (I have less than 2 years experience as a licensed deacon)

**II – PERSONAL INFORMATION** ***(please click on and then TYPE in the gray box)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Email Address: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Telephone #: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | SS #: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(blocked after background*  *check is complete)* |
| Date of Birth: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Location: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Baptism: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Location: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Confirmation: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Location: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Married: | Yes:    No: | |  | When: | \_\_\_\_\_\_\_\_\_\_ |  | | Location: | \_\_\_\_\_\_\_\_\_\_ |
| Wife’s Name: | | \_\_\_\_\_\_\_\_ | | Present Church Membership: (congregation and denomination) | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Are your children Baptized? Yes: \_\_\_\_\_    No:\_\_\_\_\_ | | | |
| Names and ages of children: | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Age: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Age: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Age: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Age: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Age: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Age: |  |

**III – EDUCATIONAL INFORMATION** (please give name of school and years attended)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Schools Attended: | | | Location: | | From – To: (year) | |
| Elementary: | | | | | | | |
|  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_ | | **-** | |
|  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_ | | **-** | |
| Secondary: | | | | | | | |
|  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_ | | **-** | |
|  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_ | | **-** | |
| College(s) (undergraduate): | | | |  | |  | |
|  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_ | | **-** | |
|  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_ | | **-** | |
| Please list all majors and degrees received: | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Post - Baccalaureate (list school, location, years) | | | | | | | |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_ | | **-** | |
|  | | | | | | | |
| Other education: | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | **-** | | | | | | | | |

# IV – OTHER CONGREGATIONAL AND WORK EXPERIENCE

|  |  |
| --- | --- |
| Present congregational membership**:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From **(date**) To **(date**) : | | **-** | Total Number of Years: | | | \_\_\_\_\_\_\_\_\_\_\_\_ | |
| Is this the congregation willing to call you as SMP pastor should you be certified for call and placement on the SMP Roster? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If there have been any changes in denominational affiliation in the past 10 years, please specify: | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| List church positions, teaching positions, and/or business positions: | | | | | | | |
| Where: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | When: | |  |
| Where: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | When: | |  |
| Where: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | When: | |  |
| Where: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | When: | |  |
| Where: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | When: | |  |

# V – MISCELLANEOUS INFORMATION

Before recommending that a person be declared qualified and certified for public ministry in the church, the Colloquy Committee for the Pastoral Ministry must have assurance that the candidate is above reproach. Also, one of the objectives of the Synod is to “provide protection for the congregations, pastors, teachers and other church workers in the performance of their duties and maintenance of their rights” (LCMS Constitution, Article III 9). Your response to the following questions will help the committee fulfill its responsibilities in making its recommendation.

|  |  |
| --- | --- |
| 1. Have you ever been suspended or expelled by any educational institution? | Yes:    No: |
| If so, identify the institution and state the reason for such action: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 2. Have you applied for admission to a program at any Synod institution? | Yes:    No: |
| If so, provide the name of the school, date, and disposition of your application: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 3. Are you presently in good health? | Yes:    No: |
| If not, please comment: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

***If you answer “yes” to any of the questions 4 through 13 below, state on a separate sheet specifics related to each instance. This should include dates, facts, organizations, and individuals that may have been involved.***

Are you or have you ever been:

Top of Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4. Party to a divorce? | Yes:    No: | How many times? | \_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Marriage annulment? | Yes:    No: | Legal separation? | Yes:    No: | | |  | |
| 5. Charged with fraud? | Yes:    No: | Sexual Immorality? | Yes:    No: | | |  | |
| Improper or dishonorable conduct of any kind in any type of legal proceedings? | | | | | | Yes:    No: | |
| Any convictions? | Yes:    No: | Filed for bankruptcy? | Yes:    No: | | |  | |
| 6. Involved in any homosexual activity? | | Yes:    No: |  | | |  | |
| 7. An alcoholic? | Yes:    No: | Involved in use of illegal drugs? | | | Yes:    No: | | |
| 8. Suspended, disqualified, censured, or had disciplinary or ouster proceedings instituted | | | | | | | |
| against you as a member of any profession or organization? | | | | Yes:    No: | | | |
| 9. A party (plaintiff or defendant) to any action, civil or criminal? | | | | | | | Yes:    No: |
| 10. Arrested, charged, or convicted of a crime, or subpoenaed, or requested to appear before | | | | | | | |
| any legal proceeding or investigatory agency? | | | | | | | Yes:    No: |
| 11. Under guardianship, declared a ward of the court, or declared incompetent because of | | | | | | | |
| mental illness or condition, or committed, confined, or treated in any institution for mental | | | | | | | |
| illness? | | | | | | | Yes:    No: |
| 12. Dismissed or asked to resign from any employment or position you have held? | | | | | | | Yes:    No: |
| 13. Are you aware of anything else in your personal background which could jeopardize or | | | | | | | |
| disqualify you for the pastoral ministry? | | | | | | | Yes:    No: |

Bottom of Form

|  |
| --- |
|  |
| Do you accept and believe what is taught in Martin Luther’s *Small Catechism?* Explain.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you now or have you ever had “charismatic” or “Pentecostal” experiences? Explain.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Why do you wish to qualify for the pastoral ministry? |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Have you ever been ordained in any other church body?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Why are you seeking admission to the *ministerium* of the Synod through the colloquy program as opposed to entering the seminary? |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How will you finance any expenses you incur in the SMP Colloquy process? |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**For all applicants – if you are married, please ask your spouse to answer the following:**

If you are not already a member, are you willing to be a member of a congregation of The Lutheran Church*—*Missouri Synod?

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

What are your thoughts about your spouse becoming a pastor in The Lutheran Church*—*Missouri Synod?

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

List any concerns you may have:

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Signature of wife: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***[If the applicant is married and the wife does NOT physically sign, the application will be returned. Simply typing in her name here is not acceptable.]***

# VI – AUTOBIOGRAPHICAL STATEMENT

*[Set forth clearly your background – family, ministry, theology – and your reasons for desiring to enter the* ministerium *of the Synod by colloquy to the “Specific Ministry Pastor” roster. Be thorough but neither overly long or too brief – between 1500 and 1800 words is about right. Use the space below and any additional pages necessary.]*

# VII – THEOLOGICAL ESSAY

*[To help you prepare for a potential interview, please write an essay of approximately 1500-1800 words. In this essay, please demonstrate your knowledge of Luther’s Small Catechism explaining how the “six chief parts” of the Small Catechism are fundamental to Lutheran theology. You will want to touch on important topics as, for example, the person and work of Christ, justification by faith, our need for salvation, the work of the Holy Spirit and the nature of the sacraments. Use the space below and any additional pages necessary.]*

**VIII – OTHER WRITTEN REQUIREMENTS**

1. Three Sermons you have preached. You may include them in written form here, or send a digital recording on a DVD or memory stick.
2. Documentation of the following (include in an attachment to the application package):
   1. Documentation that the applicant has passed the seminaries’ basic entry tests in the Old Testament and New Testament (also a requirement for entering the seminary SMP program), available on the seminaries’ web sites; OR present official transcripts documenting successful completion of equivalent courses in an academic setting.
   2. Documentation demonstrating completion of a one week intensive course on the Lutheran approach to Scripture and doctrine offered by the seminary faculties is required. (This course, to be offered regionally, will be good preparation for the interview with the regional colloquy committee – ultimately, the course will also be digitally recorded for viewing in other locations.) However, in lieu of this course, the applicant may fulfill this requirement by presenting documentation (transcripts) of successful completion of an academic course in Lutheran doctrine instead.

# IX – SUPERVISING PASTOR REPORT FORM

**SUPERVISING PASTOR REPORT FORM**

**Licensed Lay Deacon Applicant for SMP Colloquy**

**Applicant’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s Wife:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If the applicant is married, this evaluation must include her as well.)

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Synod District:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervising Pastor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Phone Number of Supervising Pastor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUESTIONS FOR SUPERVISING PASTORS TO ANSWER REGARDING LICENSED DEACON APPLICANTS FOR SMP COLLOQUY:**

1. Describe the nature of the deacon’s service in his congregation.

2. To your knowledge, has the applicant read the Book of Concord? What do you know of his understanding of Lutheran teaching?

3. How familiar is the applicant with the culture, polity, and practices of The Lutheran Church—Missouri Synod? How well does he understand the confessional position of the LCMS as outlined in Article II of our constitution?

4. Is the applicant willing/prepared to complete further requirements as may be determined by one of the Synod’s Pastoral Colloquy Committees?

5. If the deacon/applicant is married, is the applicant’s wife supportive of his service in the Church?

6. In what type of situation do you envision the applicant serving? Would you appreciate the applicant serving as *your* pastor? Is the applicant serving or willing to serve bi-vocationally as a “worker priest”?

7. Will the congregation being served by the applicant call him, if he is certified?

8. Has the applicant ever been arrested, charged, or convicted of a crime?

**SUMMARY**

**Strengths Observed:**

**Concerns Observed:**

\_\_\_\_\_\_\_\_ I recommend this man for admission to the LCMS by colloquy to the roster of SMP pastors.

\_\_\_\_\_\_\_\_ I do not recommend this man for admission to the LCMS by colloquy.

**Supervising Pastor: Please return this form to:**

**The District Office of the Sponsoring District President**

**Sponsoring District President: This form is to be included with the colloquy application package to be submitted to the Office of the First Vice-President.**

# X – PLACEMENT INFORMATION

|  |  |
| --- | --- |
| Will placement be sought in the district of the sponsoring district president?  **(to be answered by applicant)** | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Does the district president wish to have the applicant return to his district? **(to be answered by** | |
| **the district president)** | Yes:  No: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**XI – SIGNATURES**

**\*\* District President – Please be sure the application is filled out completely and that the correct category is checked in Section I before signing and submitting this application.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Date Signature of District President****\*\****

***[Unsigned applications will be returned.]***

***TO WHOM IT MAY CONCERN:***

***I understand that in the process of reviewing my application, the district and The Lutheran Church—Missouri Synod will receive from other individuals and organizations information and materials relating to my personal, academic, and background experience. I agree that all such information and materials shall be retained solely by the district or the Synod as the property of the district or the Synod and that in no event must such information or materials be revealed to me. In consideration of the district and the Synod accepting and proceeding with my application, I agree that I have no right to such materials or information and I waive any right which I may now or later have to be informed of the contents of such materials whether or not I am admitted to the ministry or the colloquy program.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Date Signature of Applicant*

***[Applications must be physically signed or they will be returned.]***

**XII – CHECKLIST FOR LICENSED LAY DEACON COLLOQUY APPLICATION**

The sponsoring district president shall determine that the application package for colloquy to the “specific ministry pastor” roster (Category 4) includes all of the following items (incomplete application packages will not be considered until they are complete):

* 1. \_\_\_\_\_\_A completed copy of the form “Application by a Licensed Lay Deacon for Admission to the ‘Specific Ministry’ Pastoral Colloquy Program.” Make sure all sections are completed and are legible. Please, if possible, use the electronic form available on the Synod web site.
  2. \_\_\_\_\_\_If married, the applicant’s wife must complete and sign her portion of the form.
  3. \_\_\_\_\_\_Both the applicant and the sponsoring district president must sign the form. The district president must indicate whether or not he wishes the applicant to be placed in his district.
  4. \_\_\_\_\_\_Full copy of the report from “Protect My Ministry.”
  5. \_\_\_\_\_\_Autobiographical statement as explained in the Application Form.
  6. \_\_\_\_\_\_A detailed description of the applicant’s current service as a deacon licensed for Word and Sacrament ministry.
  7. \_\_\_\_\_\_Three sermons, written or digitally recorded.
  8. \_\_\_\_\_\_Demonstration of a thorough knowledge of Luther’s Small Catechism by means of an essay to be included with the application form.
  9. \_\_\_\_\_\_Documentation that the applicant has passed the seminaries’ basic entry tests in Old Testament and New Testament or documentation of successful completion of an equivalent academic course (official transcripts).
  10. \_\_\_\_\_\_Documentation that the applicant has completed an intensive course on the Lutheran approach to Scripture and doctrine offered by the seminaries in conjunction with a regional colloquy committee or documentation of successful completion of an academic course in Lutheran doctrine (official transcripts).
  11. \_\_\_\_\_\_At least three written testimonial letters from no fewer than three references who have known and observed the applicant as to his Christian character and life, personality, abilities in ministry, etc.
  12. \_\_\_\_\_\_One of these testimonial letters must come from the circuit visitor (current or immediately past) of the congregation the applicant is serving.
  13. \_\_\_\_\_\_In addition, the supervising pastor of the licensed lay deacon applicant must provide a detailed assessment of the applicant’s suitability and a recommendation whether or not the applicant should be declared qualified for a call. Please use the report form included above (Part IX).
  14. \_\_\_\_\_\_Official transcripts from all colleges and seminaries the applicant has attended.
  15. \_\_\_\_\_\_A letter from the congregation he serves indicating their intent to extend a call to him once he is certified (one cannot be ordained apart from a regular call).
  16. \_\_\_\_\_\_A cover letter from the sponsoring district president declaring his strong endorsement and sponsorship of the applicant. The district president’s letter must give clear and cogent reasons why the colloquy applicant cannot enter the seminary alternate route or the seminary SMP program.
  17. \_\_\_\_\_\_Send the completed application package to the Office of the First Vice-President for consideration by one of the regional colloquy committees working under the Colloquy Committee for the Pastoral Ministry.
  18. \_\_\_\_\_\_Remembering that the applicant, if certified, will be placed on the SMP roster, the licensed deacon’s supervising pastor should be asked if he is willing to continue to supervise the man, or if another supervising pastor should be sought (see Bylaw 2.13.1).
  19. \_\_\_\_\_\_Official requests for any necessary exceptions that must be made.