

***Admission to the
Pastoral Ministry of
The Lutheran Church—
Missouri Synod by
Colloquy to the
“Specific Ministry
Pastor” Roster (for
Licensed Lay Deacons)***

Bylaws and Policies

Colloquy as a Specific Ministry Pastor

2017

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Admission to the Pastoral Ministry of The Lutheran Church—Missouri Synod by Colloquy

Preface

For an overseer [e.g. bishop or pastor], as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it. Titus 1:7-9

... what you have heard from me in the presence of many witnesses entrust to faithful men, who will be able to teach others also. 2 Timothy 2:2

In our churches no one takes up the office of pastor simply of his own volition. A man must be formed and trained as a pastor, examined by the church as to both his character and his ability to teach the Word of God faithfully, called by God through the church (most often through a congregation) and, because our congregations are not independent franchises but members of a confessional fellowship, we also seek to recognize in a public way through the participation of the wider church that a pastor is properly called. Ordination is the public rite of the church, living in Christ, that proclaims openly all these elements.

In our Synod there are several means for all of this to take place. Our two seminaries each have various programs (with varying levels of formal education) by which men are formed as pastors and then examined by a theological faculty to be found to be of good character and, most importantly, “able to teach.” In addition, the Synod has, throughout its history, provided colloquy as a route by which men prepared in various ways outside of the formation that takes place at our seminaries may also be examined and certified for call and placement. However, no matter the means by which the church forms, examines and certifies men, all are called by God through the church to the one pastoral office and recognized by the wider church (by means of the rite of ordination or subsequent installation rites) that they are properly called and placed into the office.

The church has freedom both to establish different means and levels of training or formation as well as to provide, by human right, different levels of supervision within the one pastoral office (e.g. our distinction between “general” pastors and “specific ministry” pastors). But in all cases, pastors are formed, trained, examined, certified for ministry, called and publicly placed into office. Whatever the level of training or supervision, all are pastors and are to be recognized as such.

The Synod, in adopting Resolution 13-02A, To Regularize Status of Licensed Lay Deacons Involved in Word and Sacrament Ministry (see Appendix Three, pages 34ff), **commended district lay-training programs and the many lay servants who have sought theological education and demonstrated a desire to serve in their congregations to assist pastors.** District lay training programs are an important part of our life together and are to be encouraged because they offer preparation for lay workers in mercy ministry, outreach, assimilation of new members, visitation and Christian education.

The purpose of Resolution 13-02A with respect to those licensed lay deacons who *are* functioning as *de facto* pastors (i.e. regularly preaching and/or administering the sacraments) is to appreciate them and to recognize them for what they, in reality, are – in effect, pastors. The basic principle outlined in the resolution is that, if the church sends a man regularly to do pastoral work, the church should recognize him (call and ordain him) as a pastor.

The purpose of this manual is to provide guidance to the members of the Synod and to applicants for colloquy regarding the process by which qualified licensed lay deacons may be examined by the church and certified by colloquy for call and placement as “specific ministry” pastors in the Synod. This procedure is authorized by 2016 Synod Resolution 13-02A (See Appendix Three, pages 34ff).

Admission to the Pastoral Ministry of The Lutheran Church—Missouri Synod by Colloquy

Bylaws and Policies

Colloquy as a Specific Ministry Pastor

2017

Bylaws of the Synod Governing Colloquy

Colloquy Committee for the Pastoral Ministry (Bylaws 3.10.2ff; 2.7.2; 2016 Handbook. See also Bylaws 2.8.1; 2.8.2 and 2.9.1 regarding the placement of men certified by the colloquy committee.)

3.10.2 The Colloquy Committee for the Pastoral Ministry shall be responsible for the reception and processing of applications for individual membership in the Synod through colloquy.

3.10.2.1 The Colloquy Committee for the Pastoral Ministry shall consist of the First Vice-President of the Synod as chairman, a district president appointed by the Council of Presidents, and the presidents of the seminaries or their representatives.

3.10.2.2 The Colloquy Committee for the Pastoral Ministry shall establish and monitor academic, theological, and personal standards for admission to the office of the pastoral ministry by colloquy after consultation with the faculties of the seminaries.

(a) In consultation with the President of the Synod, it shall develop all necessary policies to govern eligibility and the process to be followed to determine qualifications and suitability for pastoral service in the Synod.

(b) Decisions to declare applicants qualified for the pastoral ministry and to certify for placement shall be at the sole discretion of the committee.

(c) Every applicant whom the committee declares qualified shall be assigned his first call by the Council of Presidents acting as the Board of Assignments.

3.10.2.3 Applicants for the ordained ministry recommended by the respective district president who are eligible for colloquy under the Colloquy Committee's published policies may make application to the committee. Other applicants for the ordained ministry, such as Ministers of Religion—Commissioned, laymen of a special ethnic or linguistic group, and laymen who have fulfilled at least ten years of significant service in a congregation, may make application to a seminary for the Residential Alternate Route or any other appropriate program.

3.10.2.4 The LCMS laymen and commissioned ministers who receive a Master of Divinity or equivalent degree from a non-LCMS seminary may seek certification for call and placement in the Synod by participating in the Residential Alternate Route program of one of the seminaries of the Synod, if otherwise eligible for admission to the seminary.

3.10.2.5 All men desiring the ordained ministry who do not meet the eligibility requirements of the foregoing bylaws shall be directed to the seminaries for consideration in other programs.

[3.10.2.3 to 3.10.2.5 are new bylaws adopted by the 2016 Convention of Synod]

Placement in a First Call (Bylaw 2.7.2, 2016 Handbook)

2.7.2 Candidates who have satisfactorily completed an approved colloquy program of the Synod for the ordained or commissioned ministry must be declared qualified for a first call and be recommended by the appropriate colloquy committee (see Bylaws 3.10.2ff. and 3.10.3ff.) before the effective date of the first call to service in the church as assigned by the Board of Assignments as provided in Bylaw section 2.9.

Emeritus Pastors from Other Church Bodies (Bylaw 2.7.5, 2016 Handbook)

2.7.5 A pastor emeritus from another church body, after having completed an approved colloquy program of the Synod, may be placed on the roster of the Synod without call by action of the Council of Presidents on the basis of policies adopted by the Council of Presidents.

(a) Such placement shall be acknowledged by a rite of recognition in a worship service, preferably of the congregation of the Synod where he holds membership.

(b) Such rite is to be authorized by the district president.

Policies Governing Colloquy to the “Specific Ministry Pastor” Roster for Licensed Lay Deacons

Definition

A colloquy in its simplest form is a conversation, in this case, a theological and moral conversation held to examine certain applicants, in order to declare them qualified for a first call (or not), and to certify them for placement in the pastoral ministry in The Lutheran Church—Missouri Synod.

The Colloquy Committee for the Pastoral Ministry

The Colloquy Committee for the Pastoral Ministry established by the Bylaws of the Synod consists of the First Vice-President of the Synod as Chairman, the Presidents of the two seminaries of the Synod (or their representatives) and a member of the Council of Presidents elected by the Council of Presidents to serve in this capacity. The Colloquy Committee for the Pastoral Ministry shall meet at the call of the chairman (the Synod’s First Vice-President) as often as he deems it necessary to consider adequately the applications received. Normally there shall be at least four meetings of the Colloquy Committee for the Pastoral Ministry per year. The process for colloquy for licensed lay deacons to the “Specific Ministry Pastor” roster of the Synod takes place under the general supervision of the Colloquy Committee for the Pastoral Ministry.

Regional Colloquy Committees for Licensed Lay Deacons

By means of 2016 Resolution 13-02A (see Appendix Three, pages 34ff) the Synod authorized the creation of several regional colloquy committees operating under the supervision of the Colloquy Committee for the Pastoral Ministry and its chairman, the First Vice-President of the Synod. The purpose of these regional committees is to interview and certify Licensed Lay Deacons of The Lutheran Church—Missouri Synod to the roster of Specific Ministry Pastors (see Bylaw 2.13.1), subject to the ratification of the Colloquy Committee for the Pastoral Ministry.

The Colloquy Committee for the Pastoral Ministry shall establish at least 3 or 4 regional colloquy committees (centered, for example, in Portland, OR, Irvine, CA, Memphis, TN and, perhaps, Detroit, MI or Pittsburgh, PA). These regional colloquy committees shall each include the following:

- The district president of the congregation served by the licensed lay deacon making application.
- One member of a District Board of Directors from the region, appointed by the presidents of the districts that make up that region of the Synod.
- One seminary professor or seminary staff member (e.g. the head of a seminary's SMP program) appointed by the seminary presidents.
- One pastor from the particular region with experience supervising licensed lay deacons, appointed by the President of the Synod from a pool of three pastors selected by the presidents of the districts that make up that region of the Synod.
- The First-Vice President of the Synod (or the respective regional vice-president of the Synod) as chairman.

The regional colloquy committees, at the discretion of the chairman (to expedite the work), may appoint other ordained men to serve on interview panels on an *ad hoc* basis as needed. The local district president, district presidents *emeritus*, district vice presidents, or members of the district staff may be used in this capacity as needed.

Eligibility for Colloquy

General Biblical Requirements

Applicants for colloquy must be male, men of good moral character who have been prepared for the pastoral ministry in some manner **apart from** the various routes leading to ordination existing within The Lutheran Church—Missouri Synod. An applicant must *“be above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach, not addicted to wine or pugnacious, but gentle, uncontentious, free from the love of money. He must be one who manages his own household well, keeping his children under control with all dignity (but if a man does not know how to manage his own household, how will he take care of the church of God?); and not a new convert, lest he become conceited and fall into the condemnation incurred by the devil. And he must have a good reputation with those outside the church, so that he may not fall into reproach and the snare of the devil”* (1 Timothy 3:2-7; See also 4:1-16; 2 Timothy 4:1-5; Titus 1:5-9, etc.). The Colloquy Committee for Pastoral Ministry will, as it considers each applicant, be the final authority for determining eligibility according to these Biblical requirements.

Specific Requirements for Eligibility for Colloquy of Licensed Lay Deacons to the “Specific Ministry Pastor” Roster of the Synod

There are four categories of individuals who may apply for colloquy in The Lutheran Church—Missouri Synod (See the separate Policy Manual for *“Admission to the Pastoral Ministry of The Lutheran Church—Missouri Synod by Colloquy* for a complete explanation of these categories.) This manual outlines the process for the fourth category:

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 Appendix Three, pages 48ff) 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 below. (Category Four)

Application through the District President

Applicants for colloquy shall be directed to the president of the district where the applicant resides. As ecclesiastical supervisor, the district president shall have responsibility to help the applicant prepare a complete and thorough application package.

- (1) The district president shall personally interview the applicant to ensure that he meets the requirements for eligibility to apply for colloquy (both general and specific, see above).
- (2) Upon receipt of a colloquy application from a licensed lay deacon, the district president shall make an initial determination as to the proper route for the individual in question. Should the applicant be eligible for “general” pastor colloquy, please refer to the manual prepared for that purpose. The process for Licensed Lay Deacons to apply for colloquy to the roster of specific ministry pastors is described below.

- (3) The district president shall ensure that the pastor supervising the licensed lay deacon applying for colloquy completes the report form included below on pages 20f, following the outline presented. This report shall be included in the application package.
- (4) Upon completion of the application package, the district president shall recommend qualified applicants to the chairman of the colloquy committee, who shall forward the application package to the appropriate regional colloquy committee.
- (5) Such recommendation shall be processed according to the policies and procedures adopted by the Colloquy Committee for the Pastoral Ministry as herein set forth.

Criteria for Determining Which Colloquy Path is Appropriate

The district president of the applicant has the responsibility initially to determine the category appropriate for each applicant. Where there are any questions regarding this issue, the Colloquy Committee for the Pastoral Ministry will make the ultimate decision. Following are the basic criteria for the decision:

- (1) Applicants who are ordained pastors active in another church body at the time of application or an applicant who has prepared himself for ordination in another church body but is not now serving as a pastor (in which case he must have been a member in good standing of an LCMS congregation for at least two years) *must* make application through the district president to the Colloquy Committee for the Pastoral Ministry for “general” pastor status (Categories One and Two).
- (2) Commissioned ministers of the Synod (on the roster for at least 10 years) are directed to a seminary alternate route residential program if they wish to become “general” pastors of the Synod. Please note as well, by the terms of Bylaws 3.10.2.3-3.10.2.5, commissioned ministers of the Synod and/or life-long members of congregations of the Synod who obtain Master of Divinity degrees from seminaries outside the Synod are normally not eligible for colloquy to the roster of “general” pastors of the Synod, but shall be directed to apply to one of the seminary alternate route residential programs should they wish to become “general” pastors. In unusual situations, the committee may make exceptions, at the request of the sponsoring district president (see also item 5 below).
- (3) Qualified licensed lay deacons who have served at least 10 years with the full pastoral responsibility of word and sacrament ministry *may* make application through the district president to the Colloquy Committee for the Pastoral Ministry for “general” pastor status (Category Three). (See the separate Policy Manual for *“Admission to the Pastoral Ministry of The Lutheran Church—Missouri Synod by Colloquy* for a complete explanation of the first three categories.)

- (4) Licensed lay deacons who are 50 years of age or older who have been preaching the Gospel and/or administering the sacraments publicly on behalf of the church for the past two years (as *de facto* pastors) *must*, by July 1, 2018, in consultation with his district president, apply to one of the seminary alternate route residential programs, or apply to the seminary regular SMP program, *or* make application to one of the regional colloquy committees for colloquy to the SMP roster. Such application is made through the district president to the office of the First Vice-President, who will forward the application to the appropriate regional colloquy committee. Once certified by the Colloquy Committee (upon recommendation of the regional colloquy committee), such men are called by their congregation, placed in that call by the Council of Presidents, ordained and placed on the roster of specific ministry pastors (SMP). Exceptions to these requirements as to age and years of service may be granted by the appropriate regional colloquy committee with the approval of the respective district president and the plenary of the Council of Presidents (See Resolution 13-02A, Appendix Three, page 48ff), (Category Four).
- (5) Licensed lay deacons licensed for Word and Sacrament ministry who are also commissioned ministers of the Synod who are otherwise qualified to apply for colloquy as specific ministry pastors may do so. The bylaws referenced in item 2 above apply in general to those commissioned ministers of the Synod who wish to become “general” pastors of the Synod – they are directed to the seminary alternate route program. In the case of licensed lay deacons who are also on the commissioned minister roster of the Synod, their licensed lay deacon status shall take precedence in the application of Resolution 13-02A.
- (6) All other licensed lay deacons who desire to serve in a pastoral capacity (unless a specific waiver is granted by the plenary of the Council of Presidents and the Colloquy Committee for the Pastoral Ministry under criteria established by 2016 Resolution 13-02A) shall apply to the seminary for a residential program, or shall apply for the regular seminary SMP program.
- (7) A detailed checklist for this process to be followed by the licensed lay deacon applying for colloquy and the district president has been provided on pages 16ff.

Contents of an Application Package for Colloquy of Licensed Lay Deacons to the Roster of SMP Pastors

The applicant shall prepare or obtain, as appropriate, all materials required for a complete application (*See Bylaws 3.10.2; 3.10.2.2; 2.7.2; 2.8.1; 2.8.2; and 2.9.1; 2016 Handbook*). This application package shall be assembled by the applicant and the district president and shall include the following (see also the checklist below on pages 16ff):

- 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. Please explain in a separate document any anomalies in the background check.
- 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:
 - a) A detailed description of the applicant’s current service as a lay deacon licensed for Word and Sacrament ministry.
 - b) Three sermons, written or recorded (digitally on a CD or “thumb drive”).
 - c) Demonstration of a thorough knowledge of Luther’s Small Catechism by means of an essay.
 - d) 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.
 - e) 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.

IMPORTANT NOTE: The applicant (plus, if married, the applicant's wife) and his sponsoring

district president must sign the application form where indicated or else it will be returned.

Once completed the district president will transmit the application package to the office of the First Vice-President who will assign the application to the appropriate regional committee for consideration.

Public Notice Policy

Normally the colloquy committee shall publish notice of its intent to interview an applicant in an official periodical of the Synod. Under extenuating circumstances, the applicant may, for valid reasons, request that the committee make an exception to this requirement, so that such notice would be delayed until after his interview.

- (1) If no valid objection is received by the committee within 30 days after the publication of such notice, the application process may proceed. No final certification shall take place until after the close of this publication cycle.
- (2) If the applicant was interviewed first, notice shall then be published and upon publication 30 days given for valid objections to be received before the applicant may be finally declared qualified (or not) and certified for placement in the pastoral ministry in The Lutheran Church—Missouri Synod.
- (3) The committee, in its sole discretion, shall decide whether an objection is valid. Its decision shall not be the subject of any appeal.
- (4) The regional colloquy committees shall report all of its actions to the Office of the First Vice President who will make the proper notices in the official periodicals of the Synod.

Interview and Criteria for Colloquy of Licensed Lay Deacons to the Roster of “Specific Ministry” Pastors

The appropriate regional colloquy committee shall arrange for a personal colloquy interview, or discussion, with qualified applicants. The committee’s final decision on each applicant shall be made on the basis of such colloquy examination and shall be the sole prerogative of the regional colloquy committee. The criteria by which the regional colloquy committee shall determine an applicant’s readiness for certification are based on the following standards, including but not limited to:

- (1) areas of general education;
- (2) basic understanding of and agreement with the scriptural and doctrinal positions of The Lutheran Church—Missouri Synod;
- (3) basic familiarity with the history and polity of the Synod;
- (4) intimate knowledge of the content of the *Small Catechism*, plus a discussion of the content of the one week intensive course;
- (5) positive experience in the work of pastoral ministry, that is, the public preaching and presiding for the Sacraments (including examination of the sermons provided by the applicant with his application);
- (6) demonstrated moral character (“above reproach”).

The regional colloquy committee, at its sole discretion, shall determine the content and amount of academic work, personal study programs, or supervised ministry that may be required prior to certification. To this end, the committee may request the assistance of the seminary faculties or of qualified pastors or teachers in other locations to serve as instructors or mentors.

The regional colloquy committee, at its sole discretion, may require a second colloquy interview following the completion of such study and/or supervised ministry programs.

The regional colloquy committee shall report all its decisions to the Colloquy Committee for the Pastoral Ministry through the office of the First Vice-President.

Certification and Placement

The Colloquy Committee for the Pastoral Ministry shall:

- (1) receive reports of the actions of the regional colloquy committees and, after ratification, transmit them to appropriate authorities as outlined below.
- (2) declare qualified and certify for placement those applicants who have satisfactorily completed the colloquy interview and any other requirements as assigned by the regional colloquy committee;
- (3) report this action to the chairman of the Council of Presidents Placement Committee for the Pastoral Ministry, to the Office for Pastoral Education of the Synod, and to the appropriate district president; and
- (4) publish a report of its favorable action in an official periodical of the Synod.

Every applicant whom the Colloquy Committee declares qualified and certifies for placement in the pastoral ministry shall be assigned his first call by the Council of Presidents acting as the Board of Assignments (Synod Bylaw 2.9.1). *Appendix One* includes a checklist showing the action steps to be taken for the placement of Colloquy Candidates for the Pastoral Ministry (Ministers of Religion—Ordained).

Specific Procedures and Checklists

INITIAL DETERMINATIONS BY THE SPONSORING DISTRICT PRESIDENT:

Colloquy Application Packages are prepared by the colloquy applicant (in the case of this manual, a licensed lay deacon applying for colloquy to the SMP roster) with the assistance of a sponsoring district president. As part of this preparation, before transmitting a Colloquy Application Package to the Office of the First Vice-President, the **sponsoring district president shall:**

1. ____ Determine that the man is an ordained pastor actively serving a congregation of another church body (Category One) **or**
2. ____ Determine that the applicant is not at the time of application an active pastor in another church body but that he is ordained and has been a member of an LCMS parish for at least two years* (Category Two) **or**
3. ____ Determine that the applicant is not ordained, but has received a Master of Divinity Degree or equivalent from an accredited seminary* (a Master of Arts is not normally equivalent to the Master of Divinity) and has been a member of an LCMS parish for at least two years* (also Category Two).
4. ____ If the individual is a commissioned minister of the Synod* desiring to become a “general” pastor, the bylaws direct him to apply to one of our two seminaries for an “alternate route” or Master of Divinity track.
5. ____ If the individual is a life-long lay member of (a) congregation(s) of the LCMS who has obtained a Master of Divinity Degree from the seminary of another church body*, or commissioned minister of the Synod who has obtained a Master of Divinity Degree from the seminary of another church body*, the bylaws direct him to apply to one of our seminaries for an “alternate route” to certification for call and ordination as a “general” pastor of the Synod.
6. ____ If the applicant is presently a licensed lay deacon serving as a *de facto* pastor, the sponsoring district president shall determine whether or not he is eligible for colloquy to the “general” pastor roster or if he must apply for colloquy to the “specific ministry pastor” roster.

7. ____ If the licensed lay deacon has been engaged in the full responsibilities of the pastoral ministry (preaching and administering the sacraments for a congregation) for at least 10 years and the congregation is willing to call him, he may apply to the Colloquy Committee for the Pastoral Ministry for colloquy to the “general” pastor roster (Category 3 above, see page 9).
8. ____ Should the sponsoring district president be convinced that the Colloquy Committee for the Pastoral Ministry ought consider, on the basis of an applicant’s special circumstances, an exception to one of these specific eligibility requirements (*asterisked above* in items 2,3,4,5 & 7*), the sponsoring district president must furnish with the application a written recommendation detailing the special circumstances and the rationale for the recommended exception. The Colloquy Committee for the Pastoral Ministry, however, retains the responsibility and authority for deciding to grant or to decline the above exceptions. The decision of the Colloquy Committee shall be regarded as final by all parties to the colloquy application.
9. ____ If the licensed lay deacon (50 years of age or older*) has been serving in a pastoral capacity, preaching and/or administering the sacraments on a consistent and continuing basis for at least two years,* and a congregation is willing to call him as its pastor, he must, by July 1, 2018, apply through the office of the First Vice-President to one of the regional colloquy committees for colloquy to the “specific ministry pastor” roster (if he does not apply to one of the seminary programs). (Category Four, see page 9 above).
10. ____ *Should the sponsoring district present be convinced that the regional colloquy committee ought consider, on the basis of an applicant’s special circumstances, an exception to the age and experience requirements (*asterisked* in Item 9 above*) the sponsoring district president must furnish with the application a written recommendation detailing the special circumstances and the rationale for the recommended exception. Exceptions to these SMP colloquy requirements with respect to age and years of service for licensed lay deacons may be granted by the appropriate regional colloquy committee with the approval of the respective district president and the plenary of the Council of Presidents (Resolution 13-02A, fifth resolve).
11. ____ If the application is for colloquy to the “specific ministry pastor” roster, the sponsoring district president shall determine that all the parts of the application package listed in the checklist under #12 below are present. If the application is for colloquy to the “general pastor” roster, the sponsoring district president shall refer to the separate manual **“Admission to the Pastoral Ministry of The Lutheran Church—Missouri Synod by Colloquy.”**

CHECKLIST FOR LICENSED LAY DEACON COLLOQUY APPLICATIONS TO THE “SMP” ROSTER

12. ____ 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):
- a. ____ 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.
 - b. ____ If married, the applicant’s wife must complete and sign her portion of the form.
 - c. ____ 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.
 - d. ____ Full copy of the report from “Protect My Ministry.”
 - e. ____ Autobiographical statement as explained in the Application Form.
 - f. ____ A detailed description of the applicant’s current service as a deacon licensed for Word and Sacrament ministry.
 - g. ____ Three sermons, written or digitally recorded.
 - h. ____ Demonstration of a thorough knowledge of Luther’s Small Catechism by means of an essay to be included with the application form.
 - i. ____ 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).
 - j. ____ 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).
 - k. ____ 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.
 - l. ____ One of these testimonial letters must come from the circuit visitor (current or immediately past) of the congregation the applicant is serving.

- m. ____ 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 below on page 19.
- n. ____ Official transcripts from all colleges and seminaries the applicant has attended.
- o. ____ 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).
- p. ____ 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.
- q. ____ 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.
- r. ____ 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).
- s. ____ Official requests for any necessary exceptions that must be made.

CHECKLIST FOR THE OFFICE OF THE FIRST VICE-PRESIDENT

Upon receipt of any Colloquy Application Package, the office of the First Vice-President shall:

- 13. ____ Determine that all parts of the Application Package are present (incomplete applications cannot be considered until they are completed).
- 14. ____ Determine under which category the particular application is being made.
- 15. ____ If the application belongs in one of the "general" pastor categories (Categories 1, 2 & 3), he shall bring the application to a regular meeting of the Colloquy Committee for the Pastoral Ministry for consideration.
- 16. ____ If the application is from a licensed lay deacon applying for colloquy to the "specific ministry pastor" roster, he shall assign and transmit the application to the appropriate regional colloquy committee.

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.

Specific Steps for Implementation of 2016 Resolution 13-02A

Introduction

With the adoption of Resolution 13-02A – To Regularize Status of Licensed Lay Deacons Involved in Word and Sacrament Ministry (page 34 below) – the Synod is seeking to clarify the status and role of licensed lay deacons (LLD), particularly those who have been serving as *de facto* pastors. Implementation of this resolution will take patience and prayerful cooperation on the part of all involved. District Presidents will be called upon to identify and encourage those LLDs who will need to apply for colloquy to the “specific ministry pastor” (SMP) roster. District Presidents will also need to encourage those LLDs who are involved primarily in evangelism, mercy work and visitation, thus assisting their pastors, that their service is both appreciated by the Synod and needed now more than ever. In other words, lay training programs at the district level need to continue. The 4-06A Task Force on Licensed Lay Deacons, for instance, commended **district lay-training programs and the many lay servants who have sought theological education and demonstrated a desire to serve in their congregations to assist pastors.** Even if these programs no longer *primarily serve* to prepare men to serve as licensed lay deacons for regular Word and Sacrament ministry, they are still needed! They will continue to provide courses in Old Testament, New Testament, and Christian Doctrine, introductory preaching, teaching and pastoral care to prepare men for application and entrance into the seminaries’ Specific Ministry Pastor program.

In addition, the Synod, in adopting Resolution 13-02A, is convinced that committed men and women alike are needed for ongoing training to provide assistance to their congregations and pastors. District training programs offer preparation for lay workers in mercy ministry, outreach, assimilation of new members, visitation, and Christian education. These tried and tested district lay education programs are exceptional resources for the missions and life together of the churches of the Synod. Current licensed lay deacons who are not regularly preaching and officiating at the sacraments (*de facto* pastors) should continue to offer a variety of assisting services under the supervision of their pastor. This embraces both the divine office of pastor and the service of assisting deacons who do not regularly preach and preside at the sacraments. Therefore the resolves in 13-02A state:

Resolved, That nothing in this resolution shall be construed as impeding the training, recognition, credentialing or service of deacons who do not publicly preach or administer the sacraments, namely, those who serve in ministries of mercy, education, or visitation, and so forth, or in an outreach role, assisting in evangelism and church planting (but not in public preaching and administration of the sacraments); and be it further

Resolved, That district presidents may continue to recruit, train, and credential new deacons for general varieties of service in the church that do not include public preaching and administration of the sacraments;

Secondly, the purpose of Resolution 13-02A with respect to those LLDs who are functioning as *de facto* pastors (i.e. on a consistent or continuing basis preaching and/or administering the sacraments) is to appreciate them and to recognize them for what they in reality are – as pastors. The basic principle outlined is the *Whereases* of 13-02A is that, if the church sends a man regularly to do pastoral work, the church should recognize him (call and ordain him) as a pastor. “Specific ministry pastors” serve under direct supervision of another pastor (*de jure humano*), but the church is being clear to them and to their people – they are pastors (*de jure divino*). The process outlined by the Synod in Resolution 13-02A is intended to bring these brothers, over time, through a colloquy process designed specifically for them.

Step By Step Checklists for the Implementation of Resolution 13-02A

The following material provides a detailed list of steps that need to be taken by the various persons and entities affected by the provisions of 2016 Resolution 13-02A. There are six “Step by Step” lists for:

- 1) The First Vice President as Chairman of the Colloquy Committee for the Pastoral Ministry.
- 2) The Colloquy Committee for the Pastoral Ministry as a whole.
- 3) The Council of Presidents
- 4) Individual District Presidents who have licensed lay deacons working in their districts.
- 5) The Regional Colloquy Committees to be formed as 13-02A is implemented.
- 6) Individual licensed lay deacons.

ONE – “Step By Step” for the First Vice-President

- _____ 1) Review and revise LLD SMP Colloquy Policy Manual with COP Committee.
- _____ 2) Prepare “Step By Step” process for Colloquy Committees.
- _____ 3) Review policy manuals and step by step with Council of Presidents in February.
- _____ 4) Lead Colloquy Committee for the Pastoral Ministry through the manuals and the “Step by Step” material – February 1

- _____ 5) Survey District Presidents to receive accurate numbers regarding the men in each of the three categories listed in the survey.
- _____ 6) Form regional colloquy committees, corresponding with each of the entities and stakeholders involved.
- _____ 7) Work with stakeholders to finalize the members of the regional colloquy committees.
- _____ 8) Finalize when and where and how the seminary intensive courses will be held.
- _____ 9) Work with groups that have questions and concerns about the regional colloquy process.
- _____ 10) Ensure that the Colloquy Committee for the Pastoral Ministry approves the manual and all these efforts.
- _____ 11) Make arrangements for the regional colloquy committees to meet initially.
- _____ 12) Work with members of the Council of Presidents to answer questions or concerns about the process.
- _____ 13) Publish completed policy manuals.
- _____ 14) Work with district offices to explain the application process – conference call?
- _____ 15) Organize and train regional colloquy committees.
- _____ 16) Form process to sign up for seminary intensive courses.
- _____ 17) Plan and organize seminary intensive courses – location, professors, etc.
 - ___ Goal is to help applicants prepare for the colloquy interview by helping them grow in thinking as a Lutheran pastor thinks.
 - ___ Preliminary dates – June 26-30 in Memphis; July 10-14 in Portland;
Other possible dates: 13-17 November; 5-9 March and 12-16 March 2018. More are needed.
 - ___ Put together several questions to enable profs to evaluate colloquy applicants at the end of the course.
 - ___ Make arrangements to record digitally the classes to be used locally. Draw up regulations as to how others can participate with a proctor.
- _____ 18) Receive application packages sent from District Offices.

- _____19) Determine that all parts of the application package are present (see pages 17-18 in the policy manual for checklist – incomplete applications cannot be considered until they are complete).
- _____20) Determine under which category the particular application is being made.
- _____21) If the application belongs in one of the “general” pastor categories the First Vice-President shall bring the application package to a regular meeting of the Colloquy Committee for the Pastoral Ministry.
- _____22) If the application is from a licensed lay deacon applying for colloquy to the “specific ministry pastor” roster, he shall assign and transmit the application package to the appropriate regional colloquy committee for consideration.
- _____23) Chair the regional colloquy committees as they examine application packages.
- _____24) Notify applicants of the time and place of their interview.
- _____25) Prepare the necessary correspondence in response to the regional colloquy committee actions – including required notifications of the Synod in official Synod publications.
- _____26) Oversee the interview process by which the regional committees interview applicants.
- _____27) Notify applicants of the decision of the regional colloquy committee to certify the applicant.
- _____28) Notify the district president, COP Placement Committee and Synod Pastoral Education department of certification so that the individual can be placed.
- _____29) Notify the Synod through official publications of the final action of the committee.

TWO – Step By Step for the Colloquy Committee for the Pastoral Ministry

- _____ 1) Review both the “general” and the “SMP Colloquy” policy manuals in our meeting February 1.
- _____ 2) Send Policy Manual for the “general” pastor roster to the Commission on Constitutional Matters for required review.

- _____ 3) Consult with the COP on the LLD manual through the COP committee in the meeting February 7-10.
- _____ 4) Review all suggested changes at regular meeting March 31 and approve.
- _____ 5) Review all choices and procedures for the regional colloquy committees June 2, 2017.
- _____ 6) Review and finalize all procedures for the colloquy of LLDs to the SMP roster June 2, 2017.
- _____ 7) Receive and ratify all decisions of the regional committees to certify as they are reported.
- _____ 8) Report all actions to Synod through appropriate channels.
- _____ 9) Perhaps examine initial applications for SMP colloquy by LLDs so that the regional colloquy committees may be able to start quickly.

THREE – “Step by Step” for the Council of Presidents

- 1) _____ District Presidents consult with each other and with the President and First Vice-President of Synod in implementing the outlined policies and procedures
- 2) _____ At each Council of Presidents meeting be prepared to review exceptions
 - a) _____ Prior to each COP meeting members of the council will receive a list of Deacons presented for exceptions
 - b) _____ Accompanying the list will be written explanations of such exceptions as requested by a District President
 - c) _____ Exceptional situations are:
 - i) _____ deacons that do not fit the age or experience requirement and yet requesting admission to SMP colloquy.
 - ii) _____ Whether a particular congregation may be served by a Licensed Lay Deacon beyond established deadlines from Resolution 13-02A.
 - d) _____ The District President providing ecclesiastical supervision will present each exception requested. He shall detail the rationale for requesting an exception.
 - i) _____ Care needs to be given keep in mind the challenging circumstances for each congregation including: financial, geographic, demographic as allowed for in Resolution 13-02A.

- e) ____ The Council of Presidents will have an opportunity to ask questions of each exception as necessary
 - i) The Council is determining whether the challenging circumstances of the congregation support an exception
 - ii) The Council is not determining the fitness of the individual, nor or they voting on personal preference regarding Licensed Lay Deacons in general. Exceptions are allowed by Resolution 13-02A.
 - f) ____ The Council of Presidents will then vote on each exception; either Yes to allow the exception or No to decline the exception
 - i) A simple majority of the council is needed to grant an exception.
- 3) ____ The Secretary of the Council of Presidents will notify the Council of Presidents and appropriate regional colloquy committee or the Colloquy Committee for the Pastoral Ministry of the decision of the Council.

On Granting Exceptions

In answering the question of exceptions, the primary focus needs to be on the congregation itself and her needs. Any situation where the proclamation of the Gospel and the opportunity to regularly receive the Sacraments are truly in jeopardy may constitute an emergency situation. The criteria outlined in Resolution 13-02A (see box below) must also be followed.

As the Council of Presidents makes decisions regarding these situations, its basic concern ought to be – will there be people who are kept from hearing the good news of God’s love in Jesus Christ and receiving His gifts if the Council declines the request for an exception. The Council will evaluate each individual request for an exception on its merits. Some possible considerations:

- Will granting the exception expand mission opportunities in this community?
- What future do we envision without this leader in place?
- Has the congregation responded to the leadership of this individual? Is there a history of demonstrated fruit to his labor?
- Are there true and valid reasons why the deacon in question is not able to enter the SMP colloquy program?
- Additional considerations will be necessary for specialized populations (e.g., deaf licensed lay deacons as well as those lacking basic English skills).
- Does the man involved have a healthy reputation and influence in the community? (The presence of someone the people in that locale know may be of much more value than a pastor who comes in once in a while and is not a regular part of the community).

- Does the congregation have the resources to help the deacon receive SMP training or enter SMP colloquy? Are there funds available through Synod's Office of National Mission for this individual?
- Distance – where is the nearest partner or sister congregation?
- Finances – does the congregation have the critical mass necessary to care for a pastor and his family?
- Is it possible to obtain an ordained pastor to provide services regularly?

***Sections of Resolution 13-02A
Relating to the Plenary of the Council of Presidents***

WHEREAS, The LCMS has long recognized that challenging circumstances may make it difficult or impossible to provide a pastor for congregations and ministries, for example: (1) financial challenges (numerous congregations and missions are unable to support a pastor financially); (2) geographical challenges (small, isolated congregations in remote areas often face financial challenges and may have no pastors in geographic proximity to them); and (3) demographic challenges (urban, minority, non-English-speaking, and ethnically diverse congregations and missions may find no rostered candidates available to fill their pastoral needs); and

...

Resolved, That the LCMS recognize that “emergency knows no rule” and that no Synod action can or should prevent a congregation from taking reasonable and scripturally faithful steps necessary to provide for the Word to be proclaimed in time of emergency, while at the same time, every congregation of the Synod is required to address matters involving the Office of the Public Ministry in a way that is consistent with its subscription to Scripture and the Confessions, as well as its agreement to abide by the Synod's Constitution; and be it further

...

Resolved, That exceptions to the SMP colloquy requirements with respect to age and years of service for LLDs may be granted by the appropriate regional colloquy committee with the approval of the respective district president and the plenary of the Council of Presidents; and be it further

...

Resolved, That until January 1, 2018, district presidents may train and annually license lay deacons to preach publicly and to administer the Sacraments. Beyond that date in exceptional cases, as defined in (1) and (2) below, the appropriate district president may annually grant licensure with the consent of the plenary of the Council of Presidents and the Colloquy Committee for the Pastoral Ministry:

(1) ...

(2) The deacon serves in distinctive aspects of the office of public ministry (that is, preaching or administration of the sacraments) only during times of emergency or extraordinary need (when there is no ordained pastor available or able to serve), only on a temporary or occasional basis, and under the direct supervision of an ordained pastor; and be it further

...

Resolved, That the district president, the plenary of the Council of Presidents, and the regional colloquy committees, in making decisions related to the three resolves above, shall do so in a fashion that no congregation or current ministry will be forced to close or discontinue; ...

FOUR – “Step by Step” for Individual District Presidents with Licensed Lay Deacons

General Considerations for District Presidents

Under Resolution 13-02A district presidents will be responsible, as ecclesiastical supervisors, for communicating with the licensed lay deacons of his district, assuring them of:

- The appreciation of the Synod for his hard work in an often thankless task.
- Remind them of the need for all the LLDs who are regularly preaching and/or administering the sacraments either to apply to the seminary (alternate route or SMP) or to apply for colloquy (most to the SMP roster).
- Indicate to those who are *not* regularly preaching and presiding that they continue to be credentialed by the district for their service.

Each district president, as ecclesiastical supervisor, will need to determine, as much as possible, those licensed lay deacons to whom the following requirements of 13-02A apply. In other words, is he 50 years of age or older? Has he on a continuing basis preached and presided as a *de facto* pastor for two years? Will the congregation be willing to call him as a pastor? These numbers will need to be reported to the First Vice-President.

Each district president determines which licensed lay deacons in his district do not preach and preside on a consistent and continuing basis. In other words, does he serve in ministries of mercy, education, or visitation, and so forth, or in an outreach role, assisting in evangelism and church planting (but not in public preaching and administration of the sacraments as a *de facto* pastor). In the future, those deacons presently licensed by the district who do *not* preach and preside on a consistent or continuing basis, shall not be licensed for Word and Sacrament ministry after January 2, 2018. However, they may still be credentialed by the district for the assisting ministries outlined above.

Each district president makes known to his district that the district may continue to recruit, train, and credential new deacons for general varieties of service in the church that do not include public preaching and administration of the sacraments.

Each district president will uplift in prayer and demonstrate the appreciation of the church at large for all licensed lay deacons, as the resolution indicates:

- For those who serve as *de facto* pastors, that they, with the church’s encouragement, seek to be colloquized and recognized, called and ordained as SMP pastors.
- For those serving in assisting ministries that they continue with the church’s blessing and gratitude.

District presidents will therefore need to evaluate each of their licensed lay deacons by the following identifiers:

- The LLD has been preaching and/or presiding for the sacraments on a consistent and continuing basis for the past two (2) years. Yes or no?
 - If no, continue to encourage, train, credential and make use of them in their assisting roles.
 - If yes, see following:
- The LLD preaching and presiding on a consistent and continuing basis is 50 years of age or older.
 - If no, this LLD must, by July 1, 2018, apply for the residential alternate route or the regular SMP program at the seminary, or the district president may request an exception be made, as outlined in the fifth resolve of Resolution 13-02A.
 - If yes, this LLD must, by July 1, 2018, apply for the residential alternate route or the regular SMP program at the seminary, OR, this LLD may make application through the office of the First Vice-President to one of the regional colloquy committees for colloquy to the SMP roster of pastors.
- The LLD has been preaching and administering the sacraments on a consistent and continuing basis for more than two years.
 - If no, this LLD must, by July 1, 2018, apply for the residential alternate route or the regular SMP program at the seminary, or the district president may request an exception be made, as outlined in Resolution 13-02A.
 - If yes, this LLD must, by July 1, 2018, apply for the residential alternate route or the regular SMP program at the seminary, OR, this LLD may make application to one of the regional colloquy committees for colloquy to the SMP roster of pastors.
- All involved shall always be mindful of the needs of the congregations, as the resolution states:

Resolved, That the district president, the plenary of the Council of Presidents, and the regional colloquy committees, in making decisions related to the three resolves above, shall do so in a fashion that no congregation or current ministry will be forced to close or discontinue;
- All licensed lay deacons who have been serving in the full pastoral ministry of Word and Sacrament for 10 years or more shall be given the option of applying to the Colloquy Committee for the Pastoral Ministry for colloquy to the “general” pastor roster, or to apply to one of the regional colloquy committees for colloquy to the “specific ministry pastor” roster.

Specific Steps for Individual District Presidents with Licensed Lay Deacons:

1. ____ Review both the “General” and the “SMP” Colloquy manuals thoroughly
2. ____ Communicate with each Licensed Lay Deacon (LLD) in your District about the process in general
3. ____ Assess the status of each LLD and determine whether Resolution 13-02A applies to their service

The LLDs to whom Resolution 13-02A applies are as follows:

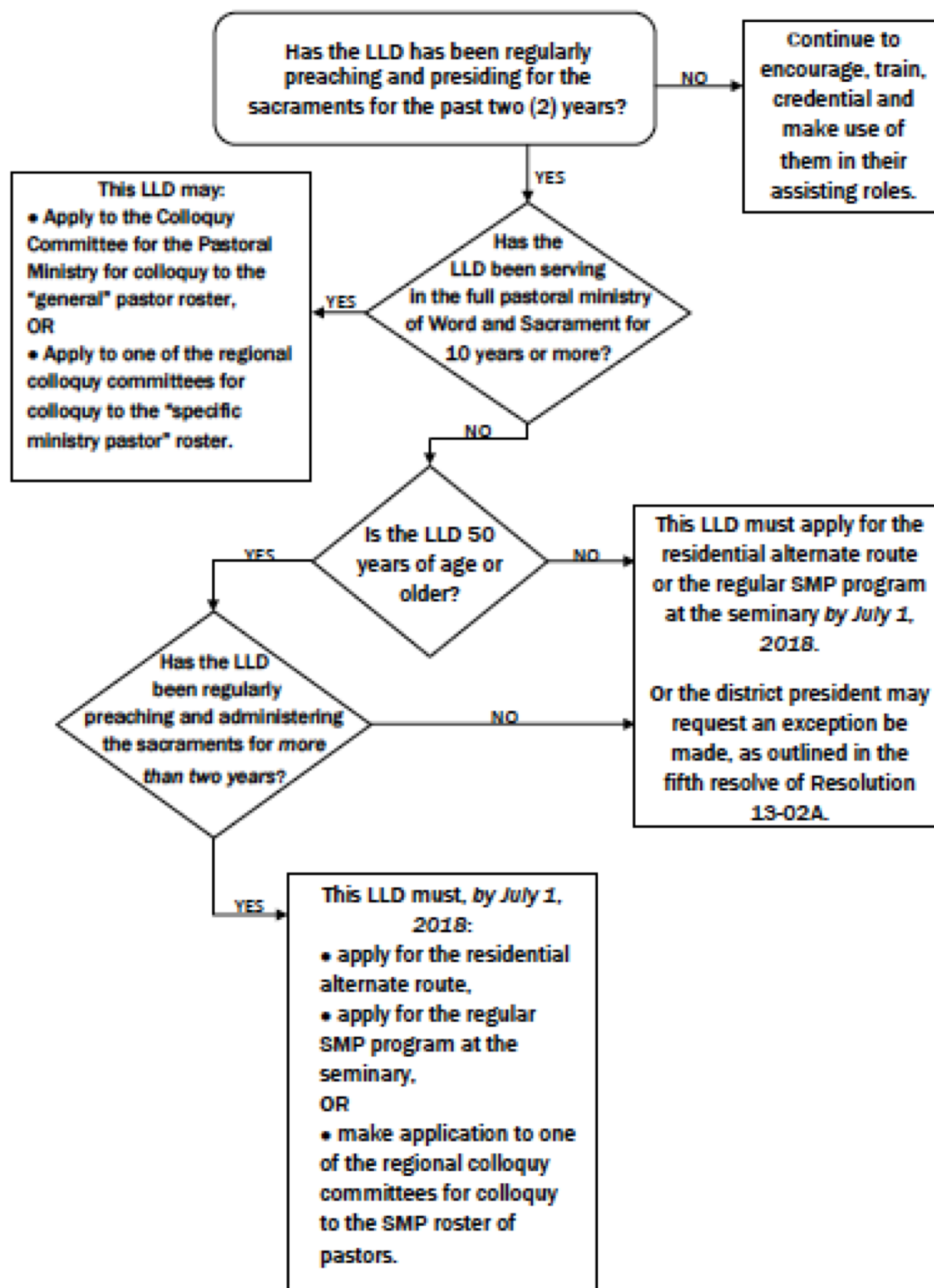
- *Those serving as the provider of Word and/or Sacrament ministry on a consistent basis*
- *Those serving as the provider of Word and Sacrament ministry to the congregations in a circuit or geographic region on a consistent basis*

The lay deacons for whom the LLD colloquy to SMP process does not apply:

- *Those serving as lay assistants to the pastor of their congregation*
- *Those who occasionally preach on an inconsistent basis*

4. ____ For those deacons to whom it does apply, make an initial assignment to the appropriate category to which they belong:
 - ____ General colloquy – those who have at least ten years of service as an LLD
 - ____ SMP colloquy – those who are at least 50 years of age and have had at least two years of service as an LLD
5. ____ For those LLDs to whom the resolution does apply and who do not meet the age and/or service requirement, determine if the request for an exception is appropriate
6. ____ Communicate with each deacon personally, informing them of their place in the process
7. ____ Personally interview each deacon to whom Resolution 13-02A applies. This interview should address the following issues:
 - Affirm or modify the category to which the LLD was initially assigned
 - Determine the candidate’s preferred action plan
 - Determine the candidate’s suitability for fulfilling that action plan
 - Prepare a strategy for accomplishing the plan, addressing issues of time, the expenditure of resources, and the future of the ministry in which they are serving
 - If the request for an exception is needed, prepare for that request
8. ____ Prepare the case for and bring a request for exceptions to the Council of Presidents
9. ____ Forward the list of those applying for General Colloquy to the First Vice-President.
10. ____ Forward the list of those applying for SMP Colloquy to the First Vice-President.
11. ____ Assist the LLDs with their individual colloquy applications.
12. ____ Forward all Colloquy applications to the First Vice-President.

Flow Chart For Evaluating the Situation of Individual Licensed Lay Deacons



FIVE – “Step By Step” for Regional Colloquy Committees

- _____ 1) Organize with the First Vice-President as Chairman – the First Vice-President will orient the group to its task.
- _____ 2) Receive the colloquy application from the office of the First Vice-President.
- _____ 3) Examine the application to verify that all parts of the package are present and that the applicant has completed all the prerequisites (see pages 17-18 of policy manual).
- _____ 4) Decide on any requests for exceptions to the age and experience requirements – notify the applicant and his district president of the decision (subject to the approval of the individual district president and the Council of Presidents).
- _____ 5) Receive requests for exceptions to the requirement of entering seminary, or SMP or SMP colloquy by July 1, 2018. Report decisions to the Colloquy Committee for the Pastoral Ministry.
- _____ 6) Interview applicants
- _____ 7) Decide on a course of action for the applicant: Immediate certification for the SMP roster or remedial work leading to certification.
- _____ 8) Report actions to certify to the Colloquy Committee for the Pastoral Ministry who shall ratify the action and through the office of the First Vice-President notify Synod.

SIX – “Step by Step” for Individual Licensed Lay Deacons

- ___ 1. Districts notify licensed lay deacons about options for current status and future role.
- ___ 2. District notify licensed lay deacons of application deadline for moving toward re-classification.
- ___ 3. Districts create response form so that the licensed lay deacon may:
- ___ 4. Licensed lay deacon informs District President of intent to seek ordination, or opt for un-ordained service. In all cases, for a licensed lay deacon to apply for colloquy, there must be a congregation or eligible entity willing to extend a call to him to be a pastor.

___ 5. Licensed lay deacon, with the assistance of the District President, chooses the appropriate course of action as outlined below:

___ The licensed lay deacon who is routinely and consistently preaching and presiding as a *de facto* pastor for more than 10 years (Category Three above, p. 9) may apply through the district office to the Colloquy Committee for the Pastoral Ministry for colloquy as a “general” pastor. If so, go to checklist in Box ONE below. If this licensed lay deacon desires instead to apply for SMP colloquy, go to Box TWO.

___ The licensed lay deacon over 50 years of age July 1, 2018 who has been routinely and consistently preaching and/or presiding as a *de factor* pastor for at least two years (Category Four above, p. 9) must by July 1, 2018 either apply for a seminary “alternate route” or a seminary SMP program, or apply to a regional colloquy committee for colloquy to the SMP roster of pastors. If so, please go to Box TWO below.

___ The licensed lay deacon who is currently involved in routinely and consistently preaching the Word and/or presiding for the sacrament but does not meet one or both of the eligibility requirements (50 years of age, two years experience) must by July 1, 2018 either apply for a seminary “alternate route” or a seminary SMP program, or apply for an exception to one of the eligibility requirements so as to be allowed to apply to a regional colloquy committee for colloquy to the SMP roster of pastors. If so, please go to Box THREE below.

___ The licensed lay deacon who is occasionally involved in preaching and presiding on an episodic basis, or for whom the majority of his preaching and presiding is to fill in for vacancies and vacations in his circuit or region, who otherwise meets the age and experience requirements and for whom there is a congregation willing to call him, may apply to a regional colloquy committee for colloquy to the SMP roster of pastors. If so, please go to Box FOUR below.

___ 6. Return forms to District President BEFORE July 1, 2018.

___ 7. District President to identify and notify LLD’s for options:

Box ONE: Licensed Lay Deacon in Word/Sacrament (Routinely and consistently scheduled for more than 10 years – see also Colloquy Policy Manual for “General” Pastors)

- ☐ Secure congregation affirmation of intent to call
- ☐ Secure “Protect My Ministry”
- ☐ Secure any official Transcripts from Education Institutions, if applicable
- ☐ Prepare autobiographical Statement
- ☐ Prepare Two (2) Theological Essays (1550-1800 words each) as indicated on

the application form.

- Luther’s Small Catechism
- Theology of the Word, Person of Christ, justification by faith etc.
- ☐ Provide detailed information about the Applicant’s current services in Word and Sacrament Ministry.

☐ Secure Three (3) References

- ☐ Ecclesiastical Supervisor

NOTE: (If the licensed lay deacon has served in the past as a pastor on the roster of the Synod, he is not allowed to apply for colloquy but must apply for reinstatement to the roster through the normal reinstatement process of the Council of Presidents. Any person who has served on the roster of synod and then has left for any reason can come back onto the roster only through reinstatement. See Bylaw 2.18.)

- Home/Supervising Pastor
- One other
 - ☐ Complete District Interview (Wife included if applicable)
 - ☐ Secure District President Approval of Application
 - ☐ Acquire Application for Colloquy for Pastoral Ministry
- Applicant and Wife, if Applicable must sign application
 - ☐ Complete Application Check List
 - ☐ District forwards application to Colloquy Committee
 - ☐ Receive notification from the Colloquy Committee regarding an interview time and place.

- ☐ Complete Colloquy Interview
- ☐ Await Colloquy Committee Decision
- ☐ Await Council of Presidents Approval of Call and Placement
- ☐ Schedule Ordination/Installation

Box TWO: Licensed Lay Deacons over 50 years of age and serving for at least 2 years applying for SMP Colloquy

- ☐ Secure congregation affirmation of intent to call
- ☐ Secure "Protect My Ministry"
- ☐ Secure any official Transcripts from Education Institutions, if applicable
- ☐ Prepare autobiographical Statement
- ☐ Prepare One Theological Essay (1550-1800 words) on Luther's Small Catechism
- ☐ Provide detailed information about the Applicant's current services in Word and Sacrament Ministry
- ☐ Present Three (3) examples of Sermons (digital recording or type written)

- ☐ Secure Three (3) References

☐ Ecclesiastical Supervisor *NOTE: (If the licensed lay deacon has served in the past as a pastor on the roster of the Synod, he is not allowed to apply for colloquy but must apply for reinstatement to the roster through the normal reinstatement process of the Council of Presidents. Any person who has served on the roster of synod and then has left for any reason can come back onto the roster only through reinstatement. See Bylaw 2.18.)*

- ☐ Home/Supervising Pastor

- ☐ At least one other

- ☐ Supervising Pastor Completes Report Form in Application
- ☐ Secure District President Approval of Application
- ☐ Applicant and Wife, if Applicable must sign application
- ☐ Pass seminary basic entry tests in Old and New Testament or present transcripts from comparable courses.

- ☐ Chose Option of Taking Regional Intensive Theological Course Dealing with:

Lutheran Biblical Interpretation, by:

- ☐ Taking the course via electronic means
- ☐ Taking the course in person
- ☐ Opting out of course by presenting transcripts from equivalent course

- ☐ Complete Application Check List

☐ Apply for Regional SMP Colloquy Through District Office to the Office of the First Vice-President.

- ☐ Receive notification from Office of First Vice President regarding an interview time and place.
- ☐ Complete Colloquy Interview with Regional Colloquy Committee
- ☐ Await Colloquy Committee Decision
- ☐ Await Council of Presidents Approval of Call and Placement
- ☐ Schedule Ordination/Installation

Box THREE: Licensed Lay Deacon needing exception to eligibility requirements for age and experience to apply for SMP Colloquy

- ☐ Secure congregation affirmation of intent to call
- ☐ Secure “Protect My Ministry”
- ☐ Secure any official Transcripts from Education Institutions, if applicable
- ☐ Prepare autobiographical Statement
- ☐ Prepare One Theological Essay (1550-1800 words) on Luther’s Small Catechism
- ☐ Provide detailed information about the Applicant’s current services in Word and Sacrament Ministry
- ☐ Present Three (3) examples of Sermons (digital recording or type written)
- ☐ Secure Three (3) References

☐ Ecclesiastical Supervisor *NOTE: (If the licensed lay deacon has served in the past as a pastor on the roster of the Synod, he is not allowed to apply for colloquy but must apply for reinstatement to the roster through the normal reinstatement process of the Council of Presidents. Any person who has served on the roster of synod and then has left for any reason can come back onto the roster only through reinstatement. See Bylaw 2.18.)*

☐ Home/Supervising Pastor

☐ At least one other

- ☐ Supervising Pastor Completes Report Form in Application
- ☐ Secure District President Approval of Application
- ☐ Applicant and Wife, if Applicable must sign application
- ☐ Pass seminary basic entry tests in Old and New Testament or present transcripts from comparable courses.

☐ Chose Option of Taking Regional Intensive Theological Course Dealing with: Lutheran Biblical Interpretation, by:

- ☐ Taking the course via electronic means
- ☐ Taking the course in person
- ☐ Opting out of course by presenting transcripts from equivalent course
- ☐ Complete Application Check List
- ☐ Request “Exceptional Case Application” (Form)
- ☐ Secure District President’s Strong Approval of Exceptional Case
- ☐ Have District President Present Case for Exception to COP and with Strong Letter of

Endorsement

- ☐ Secure Approval of Exception from Council of Presidents (Simple Majority)
- ☐ Apply for Regional SMP Colloquy Through District Office to the Office of the First Vice-President.
- ☐ Receive notification from Office of First Vice President regarding an interview time and place.
- ☐ Complete Colloquy Interview with Regional Colloquy Committee
- ☐ Await Colloquy Committee Decision
- ☐ Await Council of Presidents Approval of Call and Placement
- ☐ Schedule Ordination/Installation

Box FOUR: Licensed Lay Deacons in episodic or regional service (may or may not need exceptions to apply for SMP Colloquy)

- ☐ Secure congregation affirmation of intent to call
- ☐ Secure “Protect My Ministry”
- ☐ Secure any official Transcripts from Education Institutions, if applicable
- ☐ Prepare autobiographical Statement
- ☐ Prepare One Theological Essay (1550-1800 words) on Luther’s Small Catechism
- ☐ Provide detailed information about the Applicant’s current services in Word and Sacrament Ministry
- ☐ Present Three (3) examples of Sermons (digital recording or type written)
- ☐ Secure Three (3) References

☐ Ecclesiastical Supervisor *NOTE: (If the licensed lay deacon has served in the past as a pastor on the roster of the Synod, he is not allowed to apply for colloquy but must apply for reinstatement to the roster through the normal reinstatement process of the Council of Presidents. Any person who has served on the roster of synod and then has left for any reason can come back onto the roster only through reinstatement. See Bylaw 2.18.)*

- ☐ Home/Supervising Pastor
- ☐ At least one other

- ☐ Supervising Pastor Completes Report Form in Application
- ☐ Secure District President Approval of Application
- ☐ Applicant and Wife, if Applicable must sign application
- ☐ Pass seminary basic entry tests in Old and New Testament or present transcripts from comparable courses.

☐ Chose Option of Taking Regional Intensive Theological Course Dealing with: Lutheran Biblical Interpretation, by:

- ☐ Taking the course via electronic means
- ☐ Taking the course in person
- ☐ Opting out of course by presenting transcripts from equivalent course

- ☐ Complete Application Check List
- ☐ Request “Exceptional Case Application” (Form) if needed.
- ☐ Secure District President’s Strong Approval of exception (if needed) and the basic circumstances of the call.

☐ Have District President Present Case for Exception (if needed) to COP and with Strong Letter of Endorsement

- ☐ Secure Approval of Exception from Council of Presidents (Simple Majority)
- ☐ Apply for Regional SMP Colloquy Through District Office to the Office of the First Vice-President.

- ☐ Receive notification from 1st Vice-President regarding interview time and place.
- ☐ Complete Colloquy Interview with Regional Colloquy Committee
- ☐ Await Colloquy Committee Decision
- ☐ Await Council of Presidents Approval of Call and Placement
- ☐ Schedule Ordination/Installation

___ 8. Licensed Lay Deacons Serving in Visitation, Teaching, Outreach, etc.

___ Notify the District President of the licensed lay deacon's intention not to pursue colloquy for ordination.

___ Continue Educational Opportunities through District, Concordia University System, Seminaries or other approved Education to enhance supplemental ministries.

___ 9. Licensed Lay Deacons engaged in preaching and presiding on a consistent or continuing basis who have not qualified for General Colloquy or SMP Colloquy

___ By July 1, 2018, the LLD must apply for Regular SMP from one of the Seminaries
OR

___ Apply for Residential Seminary through the Alternate Route, EIIT, Hispanic Studies, or one of the other Residential Options.

OR

___ Apply for an exception as outlined in Resolution 13-02A

OR

___ Cease this activity by July 1, 2018.

Additional Factors to be Considered

- The Office of National Mission and the First Vice-President shall develop the means by which the Synod shall, "in partnership with districts, congregations, and individuals, provide funding to ensure that financial constraints will not prevent any eligible licensed lay deacon from participating in an LCMS seminary ordination-track program" (Resolution 13-02A).
- Course of action to take when the district president and/or congregation have a man whom they desire to license or credential as a deacon:
 - In the future, if he will not be preaching and presiding on a continuing basis, the district president, upon completion of the district training, will credential him in a manner appropriate to that district for evangelistic work, mercy work and/or visitation, and the like.
 - If it is expected that the deacon in question will preach and/or administer the sacraments on a continuing basis, and it is before January 1, 2018, the district president may license the man in the same manner as before July 2016 (remembering that he shall have until July 1, 2018 to decide as above).

- If it is expected that the deacon in question will preach and/or administer the sacraments on a continuing basis, and it is after January 1, 2018, Resolution 13-02A states that “in exceptional cases, as defined in (1) and (2) below, the appropriate district president may annually grant licensure with the consent of the plenary of the Council of Presidents and the Colloquy Committee for the Pastoral Ministry:
 - (1) The deacon serves under the direct supervision of an ordained pastor and is currently enrolled in or preparing for one of the LCMS training tracks for the office of public ministry and participates in the public ministry as an aspect of his training, e.g., in preparation for SMP, EIIT, etc.); or
 - (2) The deacon serves in distinctive aspects of the office of public ministry (that is, preaching or administration of the sacraments) only during times of emergency or extraordinary need (when there is no ordained pastor available or able to serve), only on a temporary or occasional basis, and under the direct supervision of an ordained pastor” (Resolution 13-02A).
- District presidents will need to use their best judgment in applying these criteria, consulting with their peers and/or the Colloquy Committee in borderline or doubtful cases. In all cases, a man cannot be ordained without a regular call.
- The Colloquy Committee for the Pastoral Ministry, in consultation with local district presidents and the President of Synod, shall by June 1, 2017 establish at least three regional colloquy committees (centered, for example, in Portland, OR, Irvine, CA, Memphis, TN and, perhaps, Detroit, MI or Pittsburgh, PA). These regional colloquy committees shall be selected as provided above (page 7).
- District presidents shall consult with each other and with the President and First Vice-President of Synod to obtain the necessary help in implementing these policies and procedures. The Council of Presidents must seek to be in general agreement as to how these processes will work and must develop common approaches.

Report to the Synod

The regional colloquy committees shall report to the Synod in Convention through the First Vice-President and the Colloquy Committee for the Pastoral Ministry.

Revised February 2017

Appendices

Appendix One

INSTRUCTIONS AND CHECKLIST FOR THE PLACEMENT OF COLLOQUY CANDIDATES INTO THE PASTORAL MINISTRY *(For the use of the District Office. See Bylaws 2.10.1-2.10.4, 2016 Handbook)*

Note: *A man certified for pastoral ministry by the Colloquy Committee for the Pastoral Ministry is not eligible to receive a call by placing the man's name on a traditional call list, since he is not a member of the Synod. Instead, he must be placed into his first call by the Council of Presidents serving as the Board of Assignments. Consequently, the sponsoring district president, after consultation with the colloquy applicant, should approach an appropriate congregation and ask the congregation to consider calling the man. If the congregation agrees to do so, the process to be followed is similar to that used in the calling of a seminary graduate. Colloquy certification is valid for three years. If the man has not received placement in a call after three years, certification must be renewed by the Colloquy Committee or this requirement waived by resolution of the Council of Presidents.*

The following action steps are to be taken after:

- A colloquy candidate has been declared qualified for pastoral ministry and certified by the Colloquy Committee for Pastoral Ministry of the Synod for placement. (Inclusion on the Synod's roster takes place after the candidate has been placed in a first call and he has been installed in that call), and
- A letter has been received by the district president and the colloquy candidate informing that the colloquy committee has declared qualified and certified the candidate for placement.

★ ★ ★

1. ____ Following the completion of all colloquy requirements, a "Colloquy Certification Letter" will be sent by the First Vice-President of the Synod to the Synod's Office for Pastoral Education and the district president who submitted the application for colloquy with copies sent to the Chairman of the COP Placement Committee and Synod's Rosters and Statistics Department.
2. ____ The congregation(s) being served by the licensed lay deacon who has been certified for call and placement now officially extends a call to the man colloquized.

3. ____ The calling congregation prepares the Call Document for Ordained Ministers and submits same to the district president for his review and signature.
4. ____ Once the district president has signed the call document and has made a copy for the district file, he mails the original document to the Synod's Office for Pastoral Education. When submitting a call for a colloquy candidate, please include:
 - A cover letter that informs the Office of Pastoral Education that this is a call for a colloquy candidate.
 - A copy of the letter that states that the candidate has met all requirements and was declared qualified and certified for pastoral ministry by the colloquy committee on a particular date.
 - The completed and signed call document.
 - The address where the document should be sent when approved. If this is not included, the documents will be returned to the district office.

The Pastoral Education Office will then verify that the:

- Candidate has completed requirements and was declared qualified and certified for pastoral ministry.
- COP Placement Committee has granted placement.
- Document was mailed to the candidate and the district office.

NOTE: Interim placement can be requested, in writing or by email, if placement is not close to the time of a regular meeting of the Council of Presidents.

5. ____ Once interim placement approval has been received by the Synod's Office for Pastoral Education from the Chairman of the Council of Presidents Placement Committee, the Synod's Office for Pastoral Education notifies the district president that the call documents are being sent to the colloquy candidate at the address provided by the district.
6. ____ The colloquy candidate accepts the call, in writing, to the entity which issued the call and includes a signed copy of page six (6) of the call document indicating acceptance of the call. A copy of the acceptance letter and page six (6) are also to be sent to the district president.
7. ____ The district president assigns a supervising pastor for the colloquy candidate after obtaining the permission of the congregation and the man.
8. ____ The district president sends the colloquy candidate a new member packet, which contains the following items necessary to complete the membership process:

____ Application for Membership Form.

___ Request for Ordination or Commissioning Form.

___ Pastor's Information Form (PIF)

___ Self Evaluation Tool (SET) (<http://www.holybytes.com/COP/Docs>)

9. ___ The colloquy candidate applies for membership in The Lutheran Church—Missouri Synod as a minister of religion—ordained by completing the “Application for Membership” form (indicating he is a “specific ministry pastor”) and forwarding it to the district president of the district in which the calling entity is located.
10. ___ The colloquy candidate requests ordination and/or installation in the entity which has issued the call by completing the “Request for Ordination or Commissioning” form and forwarding it to the president of the district in which the calling entity is located well in advance of the installation date.
11. ___ The colloquy candidate continues communication with the calling entity and the district president, as needed, including copies of all correspondence as appropriate. He shall take special care to:
 - a. ___ Confirm the arrival date, installation date, and other plans with the appropriate individuals.
 - b. ___ Check that the district president has authorized the installation.
 - c. ___ Work with the circuit counselor who is responsible for planning the installation service.
 - d. ___ Confirm his “moving” plans with the calling entity, if applicable.
 - e. ___ Confirm his housing needs, if applicable.
 - f. ___ Confirm with the calling entity the starting date for his salary and health benefits.
12. ___ The district president's office completes Form I (indicating this is for a “specific ministry pastor”) and mails it to the officiant(s) authorized to conduct the ordination/installation. Following the ordination/installation service, the officiant signs and returns the form to the district president (along with a copy of the worship service folder for inclusion in the colloquy candidate's file).
13. ___ When Form I has been returned to the district president, make three copies of the form.

14. ____ Mail the original Form I to the Department of Rosters & Statistics at the LCMS International Center. The individual is now officially on the roster of the Synod as a “specific ministry pastor.”
15. ____ Distribute the copies of Form I as follows:
 - ____ District president’s file (District president’s copy)
 - ____ Colloquy pastor’s personnel file (File copy)
 - ____ Colloquy pastor (Member’s copy)
16. ____ Create a record for the new pastor in the district’s contacts database and add his name to the record of the church where he has been called to serve.
17. ____ Create a record for the new pastor in the centralized PIF database. Enter the information that you have available into the record.
18. ____ Import the colloquy pastor’s SET into the centralized SET database.
19. ____ Send a “welcome to the district” letter to the new pastor.

Revised February 2017

Appendix Two

QUESTIONS REGARDING BACKGROUND CHECKS

The Clergy, Call, and Roster Committee (CCRC) of the Council of Presidents has prepared “Frequently Asked Questions” regarding the process of background checks for Commissioned Minister colloquy applicants. Background checks are also required for pastoral colloquy applicants. Therefore, the following items adapted from the FAQs provided by the CCRC are applicable to the pastoral colloquy application process.

Frequently Asked Questions regarding Background Checks for Colloquy Applicants

What background checks need to be done on Colloquy Applicants?

The Council of Presidents has determined that all background checks need to be done through **Protect My Ministry**, a service provider which has a national contract with the Synod. While Protect My Ministry is able to provide a number of different background checks, the Council of Presidents has determined that the following six (6) searches are mandatory for all colloquy applicants:

- County and Statewide Court Searches
- Credit History Report (if allowed by state law)
- Motor Vehicle Search
- National Criminal Database Search
- National Sex Offender Registry Search
- Social Security Trace

Is there a fee involved for doing the background checks?

Yes. **Protect My Ministry** has a standard fee associated with each of the searches mandated by the Council of Presidents. Various counties and states charge fees in addition to those charged by Protect My Ministry. The district president can inform you of the cost based on the counties and states which need to be contacted to complete your background checks. The current fees charged by Protect My Ministry for the six (6) required searches ranges from \$31.00 - \$100.00.

Who pays for the background checks?

The colloquy applicant is responsible for the cost of the background checks. The applicant will need to pay for the background checks at the time he submits the signed authorization form which is needed to conduct the background checks.

When do the background checks need to be done?

The mandatory background checks are the first step in the colloquy process following the submission of an application for colloquy.

Once an individual has submitted an application for colloquy, he should contact his district president to make arrangements for the mandatory background checks to be done.

Who does the background checks?

District presidents are responsible for completing the background checks as part of the colloquy process. Each district president has designated someone in his office who is authorized to arrange for the Protect My Ministry background checks to be done.

Who initiates the background check process?

The applicant is responsible for contacting the appropriate district president's office to arrange for the background checks to be done.

How long does it take to complete the background process?

The results for most Protect My Ministry background checks are normally available within 72 hours.

How long are the background checks valid?

The background checks which are completed through Protect My Ministry, like any background check, are a snapshot. They reflect what is known at the time the background check is done. The background checks will be considered valid for a period of one year.

Will the background checks be retained? If so, who will have custody of them?

Yes. The background checks which are done as part of the colloquy process will be retained indefinitely by the district president. In the case of pastoral colloquy applicants, copies of the background check reports with the social security number blocked out will be sent to the Colloquy Committee with the application. This is part of the normal work of the Council of Presidents in partnership with the Colloquy Committee (by consensus of the COP in September 2011).

Where are the background check reports sent?

The results of the background checks will be retained by the district president. Copies will not be shared with other entities (but see above with respect to the work of the Pastoral Colloquy Committee). Verification that the background check has been done, and

information relevant to the colloquy process, will be shared with those entities which need this information.

What about colloquy applications which are already “in the pipeline?” Do background checks need to be done on them?

The decision to require background checks on all colloquy applicants was adopted by the Council of Presidents in November 2008. Therefore, it does not apply to those who had submitted their application for colloquy prior to November 2008.

How will those colloquy applicants who have already been certified but who have not yet been placed be handled?

The decision to require background checks on all colloquy applicants was adopted by the Council of Presidents in November 2008. Therefore, it does not apply to those who have been certified but not yet placed.

How do congregations or the district subscribe/work with Protect My Ministry?

Congregations, schools, and Districts can subscribe to use the services of Protect My Ministry. Additional information regarding this service provider is available at: <http://www.protectmyministry.com/lcms>. All background check requests, as well as the results, are handled via the Internet.

Clergy, Call, and Roster Committee (2-09)
Adapted by the Pastoral Colloquy Committee (12-11)
Slightly Revised (11-16)

Appendix Three

To Regularize Status of Licensed Lay Deacons Involved in Word and Sacrament Ministry

RESOLUTION 13-02A

Overtures 13-01–47, 49–50 (CW, pp. 437–464)

WHEREAS, The Scriptures and the Lutheran Confessions teach that our Lord gave the keys of the kingdom to His whole church, the royal priesthood of believers (Matt. 16:15–19; Matt. 18:18–20; 1 Peter 2:9; Augsburg Confession [AC] Article XXVIII, paragraph 10; Smalcald Articles [SA], Section III, paragraph 7; Treatise [Tr] paragraph 11; see also Walther’s *Church and Ministry/Office*); and

WHEREAS, The Scriptures and Confessions also teach that Christ established an office that is distinct from the priesthood of believers (the Office of the Public Ministry) for teaching and nurturing His royal priests by means of preaching the Gospel and administering the Sacraments (1 Cor. 12:29; Rom. 10:15; James 3:1; AC XIV; see also Walther’s *Church and Ministry/Office*); and

WHEREAS, The royal priesthood and the Office of the Public Ministry are to have a complementary and not a competitive or conflicted relationship; and

WHEREAS, In its history the Lutheran church has always maintained the divine requirement (*de jure divino*) of the Office of the Public Ministry, while it has in many and various ways prepared men for the Office of the Public Ministry, since the manner of preparation for the office is by human arrangement (*de jure humano*); and

WHEREAS, The Lutheran Church has always ensured, on the basis of Scripture: (1) that men who are to serve in the Office of Public Ministry are examined as to their doctrine and life; (2) that the congregations they serve willingly call them into service; and (3) that the wider church (other churches in fellowship with the congregation) also affirms them as fellow ministers of the Word and Sacraments (see Acts 1:15–26; Acts 14:23; 1 Tim. 3:1–7; Titus 1:5; see also Tr 24, 26, 67–70); and

WHEREAS, The rite of ordination, although not a divine institution (*Church and Ministry*, Ministry Thesis VI), is the apostolic custom by which Lutherans have designated and publicly acknowledged a man as a minister of Word and Sacrament, that is, as one who is in the Office of the Public Ministry and recognized by the wider fellowship as a fellow minister (Ap XIII 11–13); and

WHEREAS, In faithfulness to the Word of God and to its confession requiring a regular call for those who preach and administer the sacraments publicly in the church (AC XIV; Ap XIV), The Lutheran Church—Missouri Synod (LCMS) has followed the practice of identifying those who are eligible to be called into the Office of the Public Ministry by the certification of one of the seminary faculties or the Colloquy Committee for the Pastoral Ministry; and

WHEREAS, In a human institution such as the LCMS, such human arrangements are necessary in order to foster harmony and prevent needless confusion and division; and

WHEREAS, The LCMS has long recognized that challenging circumstances may make it difficult or impossible to provide a pastor for congregations and ministries, for example: (1) financial challenges (numerous congregations and missions are unable to support a pastor financially); (2) geographical challenges (small, isolated congregations in remote areas often face financial challenges and may have no pastors in geographic proximity to them); and (3) demographic challenges (urban, minority, non-English-speaking, and ethnically diverse congregations and missions may find no rostered candidates available to fill their pastoral needs); and

WHEREAS, The practice of licensing lay deacons for temporary service in certain difficult circumstances, like the afore-mentioned examples, was approved by the LCMS in 1989 Res. 3-05B as a means to address the need for regular preaching of the Word and administration of the Sacraments by utilizing trained and supervised laymen to serve “temporarily” in Word and Sacrament ministry when “no pastor [is] available” and “in exceptional circumstances or in emergencies” (1989 Res. 3-05B, Nomenclature 4, Guidelines 1 b); and

WHEREAS, There has been significant dissension in the LCMS over the Synod-approved practice of licensing laymen to preach and administer the Sacraments while under the supervision of an ordained pastor, but the Synod needs to move forward together with deep concern for fidelity to the word of Christ as we confess it together and for faithfulness in the mission that Christ has given to His Church; and

WHEREAS, 1989 Res. 3-05B repeatedly references temporary service for deacons when no pastor is available in emergencies and exceptional circumstances, but in some cases deacons have served for years regularly preaching and administering the Sacraments; and

WHEREAS, The presence of continuing dissension about licensed lay deacons is an aspect of further disagreement about elements of doctrine and practice, e.g., the understanding of the pastoral office, the relationship between the Office of the Public Ministry and the royal priesthood, the understanding of call and ordination, and faithful and effective ways to share the Gospel and plant churches in our post-Christian world; and

WHEREAS, The Specific Ministry Pastors (SMP) program was established by the LCMS convention (2007 Res. 5-01B) in response to the need for effective theological education and practical training to prepare pastors to serve in particularly challenging settings and situations that prevent them from enrolling in residential theological education; and

WHEREAS, The Synod recognizes a need for flexibility in its approach to preparing men to serve in the Office of the Public Ministry while upholding the biblical requirement that they be men who are “above reproach” and “able to teach,” and so offers approved training programs to prepare pastors for urban and cross-cultural service, namely, the Center for Hispanic Studies, the Cross-Cultural Ministry Center, the Ethnic Immigrant Institute of Theology (EIIT), all at Concordia Seminary, St. Louis, and the Spanish-speaking SMP track at Concordia Theological Seminary, Fort Wayne (CTSFW); and

WHEREAS, There is a need within the LCMS to regularize the status of licensed lay deacons who are engaged in Word and Sacrament ministry; and

WHEREAS, The Synod directed the President to appoint a task force to address question 2 about the practice of licensing lay deacons, and the task force, as required, reported a recommended plan to address questions (see *Convention Workbook*, pp.234–255) and the theological framework of the report has been affirmed by both seminary faculties and the Commission on Theology and Church Relations (CTCR); and

WHEREAS, The Synod has budgeted \$40,000 for the remainder of the current fiscal year and is committed to budgeting at least \$150,000 per year for the next two years to assist deacons entering the SMP and EIIT programs; therefore be it

Resolved, That the LCMS recognize that “emergency knows no rule” and that no Synod action can or should prevent a congregation from taking reasonable and scripturally faithful steps necessary to provide for the Word to be proclaimed in time of emergency, while at the same time, every congregation of the Synod is required to address matters involving the Office of the Public Ministry in a way that is consistent with its subscription to Scripture and the Confessions, as well as its agreement to abide by the Synod’s Constitution; and be it further

Resolved, That the LCMS affirm and give thanks for the men who have recognized the needs of the church and its mission, serving as licensed lay deacons, preaching and administering the Sacraments in keeping with 1989 Res. 3-05B, often without remuneration and at personal cost, lest congregations be deprived of the means of grace; and be it further

Resolved, That the LCMS, while mindful of the need for continued conversation within the church, affirm the theological framework of the “2013 Resolution 4-06A Task Force Report,” namely, that a right calling to the office of public ministry requires that a man be properly prepared and examined regarding doctrine and life, be called by the congregation (or ministry) where he is to serve, and publicly appointed in a way so that the entire church fellowship recognizes the validity of his service (Acts 13:1–3; 14:21–23; 2 Tim. 2:24–26; Titus 1:5); and be it further

Resolved, That the Colloquy Committee for the Pastoral Ministry establish and implement an expanded regional colloquy program (with appropriate regional colloquy committees) to regularize the status of 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; and be it further

Resolved, That exceptions to the SMP colloquy requirements with respect to age and years of service for LLDs may be granted by the appropriate regional colloquy committee with the approval of the respective district president and the plenary of the Council of Presidents; and be it further

Resolved, That nothing in this resolution shall be construed as impeding the training, recognition, credentialing or service of deacons who do not publicly preach or administer the sacraments, namely,

those who serve in ministries of mercy, education, or visitation, and so forth, or in an outreach role, assisting in evangelism and church planting (but not in public preaching and administration of the sacraments); and be it further

Resolved, That district presidents may continue to recruit, train, and credential new deacons for general varieties of service in the church that do not include public preaching and administration of the sacraments; and be it further

Resolved, That until January 1, 2018, district presidents may train and annually license lay deacons to preach publicly and to administer the Sacraments. Beyond that date in exceptional cases, as defined in (1) and (2) below, the appropriate district president may annually grant licensure with the consent of the plenary of the Council of Presidents and the Colloquy Committee for the Pastoral Ministry:

(1) The deacon serves under the direct supervision of an ordained pastor and is currently enrolled in or preparing for one of the LCMS training tracks for the office of public ministry and participates in the public ministry as an aspect of his training, e.g., in preparation for SMP, EIIT, etc.); or

(2) The deacon serves in distinctive aspects of the office of public ministry (that is, preaching or administration of the sacraments) only during times of emergency or extraordinary need (when there is no ordained pastor available or able to serve), only on a temporary or occasional basis, and under the direct supervision of an ordained pastor;

and be it further

Resolved, That those deacons currently licensed for and serving in Word and Sacrament Ministry (that is, publicly preaching and administering the sacraments) shall have until July 1, 2018, to:

(1) apply to one of our seminaries for admission into an alternate route program,

(2) apply for entrance into an SMP program, or

(3) apply to the regional colloquy committee for admission to the SMP roster, unless granted a waiver by his district president, the plenary of the Council of Presidents, and the appropriate regional colloquy committee;

and be it further

Resolved, That the district president, the plenary of the Council of Presidents, and the regional colloquy committees, in making decisions related to the three resolves above, shall do so in a fashion that no congregation or current ministry will be forced to close or discontinue; and be it further

Resolved, That lay deacons licensed for Word and Sacrament Ministry who have applied for colloquy to the SMP roster prior to July 1, 2018, shall continue to serve under their current district licensure until the colloquy process is complete and certification is given by the Colloquy Committee; and be it further

Resolved, That upon the certification of the Colloquy Committee, the licensed lay deacons will be eligible to be called by the congregations where they have been serving, ordained into the Office of the Public Ministry, and placed on the roster of SMP pastors; and be it further

Resolved, That as recommended by the Res. 4-06A Task Force, the LCMS, in partnership with districts, congregations, and individuals, provide funding to ensure that financial constraints will not

prevent any eligible licensed lay deacon from participating in an LCMS seminary ordination-track program; and be it further

Resolved, That the First Vice-President of the Synod and three members of the Council of Presidents appointed by the Council be directed to draft by June 1, 2017, necessary policies and procedures for the implementation of this resolution, such policies and procedures to be finalized and approved by the Colloquy Committee for the Pastoral Ministry; and be it finally

Resolved, That the LCMS thank and commend the Res. 4-06A Task Force for its work on the question of licensed lay deacons.

[Proceedings of the 2016 Convention of Synod]