

9.4.13 CHECKLIST FOR THE GRADUATE PLACED IN A CONGREGATION

1. _____ Carry out all placement procedures outlined by the seminary.
2. _____ Acknowledge, in writing, receipt of your first call through the Board of Assignments to:
 - _____ Placement director at the seminary
 - _____ The entity (congregation/school/RSO) which issued the call
 - _____ District president of the district in which the calling entity is located
3. _____ Accept the assignment of first call, in writing, to the entity which issued the call and include a copy of the signed call document (page 6). Send a copy of your acceptance letter and page 6 to the district president and your seminary placement director.
4. _____ Following graduation, confirm declaration of qualification for a first call by the seminary (Bylaw 2.7.1) by working with the placement director. **The district president must receive the Certificate of Eligibility from the seminary before he can authorize your ordination and installation.**
5. _____ Apply for membership in The Lutheran Church—Missouri Synod as an ordained minister by completing the Application for Membership form and forwarding it to the district president of the district in which the calling entity is located.
6. _____ Request ordination and installation in the entity which has issued the call by completing the Request for Ordination or Commissioning form and forwarding it to the district president of the district in which the calling entity is located.
7. _____ If the location of ordination is other than the entity which has issued the call, obtain written permission from the calling entity, the district president(s) involved, and the congregation where the ordination will take place.
8. _____ Communicate with the calling entity and district president, as needed, including copies of correspondence as appropriate.
 - a. _____ Confirm your arrival date, ordination date, installation date, and other plans with the appropriate individuals. Check that the district president has authorized the ordination and/or installation.
 - b. _____ Work with the circuit visitor who is responsible for planning the installation service.
 - c. _____ Confirm your moving plans with the calling entity.
 - d. _____ Confirm your housing needs, if applicable.
 - e. _____ Confirm with the calling entity the starting date for your salary and health benefits.

- f. _____ Provide the district president and the calling entity with a recent photograph and biography.
- g. _____ Obtain a transfer of membership from your home congregation to the calling congregation.