



## English District of The Lutheran Church—Missouri Synod

### *Instructions and Form for Calling a Commissioned Minister*

#### **About this process:**

With the creation of the LCMS Commissioned Minister Information Form (CMIF) system, our District needs to create new search processes for the calling of Commissioned Ministers.

CMIF is a tool designed to help LCMS Districts and call committees from congregations, schools, and other LCMS-related entities, search for commissioned ministers to fill open calls.

Whether you are looking for a teacher, deaconess, director of Christian education, director of Christian outreach, director of family life ministry, director of parish ministry, lay minister, or parish assistant, CMIF will help you find candidates with the experience and interests you need.

#### **English District assistance in the calling of Commissioned Ministers**

Our English District Bishop/President, executives and staff are committed to assisting you in the process of calling the best Commissioned Minister for your ministry and mission needs as a congregation or school.

The first step in extending a call to a commissioned worker begins with reading these pages so you are aware of the new process established, completing the information form, and returning a copy of the information pages to our Administrative Assistant to the School Ministry and Mission Executives at the District office. Once these forms have been received, the administrative assistant will continue the process outlined with you.

Our District executive staff stands ready to assist you personally at any stage of this process beyond just those steps already established in the process.

#### **Process Outline:**

1. Congregation leadership (search/call committee), school administrators, and/or pastors contact the District office expressing their intent to call a Commissioned Minister for a specific area of service (school or parish professional).
2. District office provides the information/commitment/process form which is completed and returned to the District office.
3. The individual(s) indicated on this form will be granted temporary access to the LCMS CMIF (Commissioned Minister Information Form) system. Access to the CMIF system is granted and managed by the offices of the Education Executive and Mission Executive of the English District.
4. A search is done through the CMIF system by the authorized call committee member using whatever filters (limitations or qualities) they desire. CMIFs are to be shared with committee members only and must be kept confidential. All forms are to be shredded once the process is completed.
5. Congregation/school begins the vetting process of those selected from the CMIF system.
6. When a pool of possible candidates has been settled upon, those names are submitted to a District executive for approval of each candidate.
7. The approved list is returned to congregation/school.
8. The call committee determines which candidate will be called and presents the candidate to the appropriate voting body.
9. The appropriate call documents are obtained from the District office, completed, and sent to the appropriate offices for signatures. (These are digital, and once you have them, you have them until a new version comes out.)

- 10. District is immediately informed who is called and on what date.
- 11. District is informed of declination or acceptance when it is received.
- 12. A. If accepted: a copy of the signed and accepted call documents are sent to the District office and then a date is established with the Bishop for installation in agreement with congregation or school.  
B. If declined: congregation/school can continue with the remainder of the candidates (step 7) or return to the process at step 4.
- 13. It is understood and agreed that once a Commissioned Minister has accepted the call, all papers, printouts, or copies of anything from the CMIF database will be shredded or likewise disposed of.

**Information Form**

- 1. What classification of Commissioned Minister is being searched for: (Check one)
  - Teacher
  - Deaconess
  - Director of Christian Education
  - Director of Christian Outreach
  - Director of Family Life Ministry
  - Director of Parish Ministry
  - Parish Assistant
- 2. Who are the members of the search/call committee? (Please include first and last names, and phone and email address of each member.)

Name (first & last)	Phone number	Email address

- 3. Who on the search/call committee listed above, would you like to have access to the CMIF data base to complete searches on the committee’s behalf? (This is the person who will be granted access to complete searches of the CMIF data base.)
- 4. Who is the Chair of this committee?

5. We understand and agree to the process as outlined on these pages and will abide by their guidance in our process of calling a Commissioned Minister to assist us in the proclamation of the Gospel in our ministry. (Two signatures required.)

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Signature of Committee Chair

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Signature of Pastor or Principal