

CSP Placement Process



1

Submit a Request-Calling bodies (e.g. congregations, Lutheran Schools) enter a candidate request into the CUS database using the link <https://apex.cuw.edu/ords/f?p=152:14>. For the greatest visibility, this request can be sent to multiple CUS institutions as indicated at the time of submission.

2

Collaboration & Name Sharing-Placement Directors collaborate and share the name(s) and a brief description of candidate(s), who may meet the needs of the Calling body and send credentials if requested. **NOTE:** Names of the candidates will likely to be shared with several Calling bodies at the same time.

3

Initial contact-Initial contact is made by calling bodies, usually via telephone, with candidates who seem to meet their needs. This contact shares basic information about the position, allows candidates to ask preliminary questions, and assesses their interest in further consideration. If a candidate is not considered for the position, it is beneficial to inform the Placement Director(s), so they can explore other options for the candidate. Additionally, if there is no communication from a calling body regarding a candidate after 30 days, it will be assumed that the candidate is not being considered, and their opportunities will be prioritized elsewhere

4

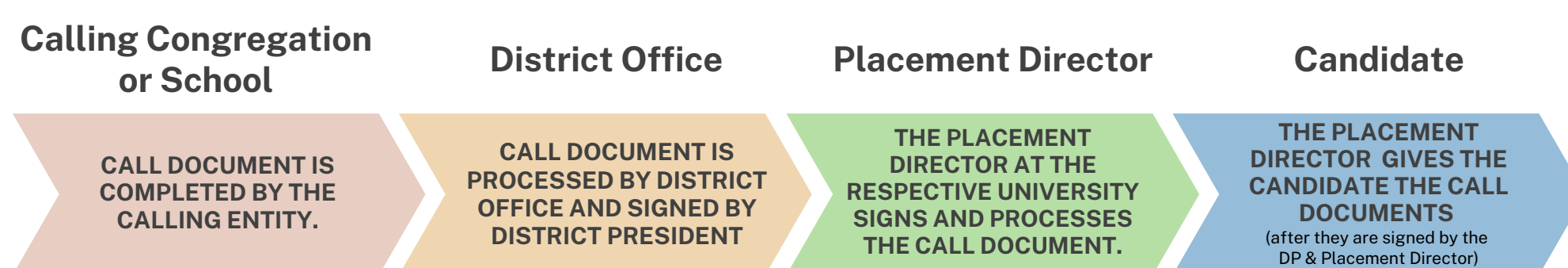
Formal Interview-A formal telephone, Zoom, or on-site interview is scheduled. This is typically done with a larger group (ie: call committee, council, or full staff). All interviews (telephone, video call, or on-site) are at the expense of the Calling body. There must be adequate planning and preparation before the interview to make sure that the candidate can prepare and make arrangements. **NOTE:** After any contact with the candidate, both candidates and Calling bodies will need to be clear about the next steps in the process.

5

Designation-When the calling body has decided which candidate they want to extend a call to, they notify the placement coordinator that they are requesting the candidate for "designation". Designation must take place through the Placement Office to confirm the candidate's availability and willingness to consider the designation. They do this by contacting the Placement Director, who will counsel the candidate to check for any apparent obstacles to accepting the designation. Designation acceptance is not an official decision on Call acceptance. Designation is essentially a verbal call (no official paperwork is filed). It is helpful to think of designation as an engagement, whereas the official call document is the marriage. When a candidate accepts the designation, she is saying in good faith that she intends to accept the call when the official call documents arrive several weeks later, barring substantially changed circumstances. Call documents are required for the candidate to formally (i.e., in writing) indicate a decision on the Call. Note: Candidates may hold only one call or designation at a time. Therefore, during the deliberation period and after accepting designated status with a calling body, the candidate's credentials will not be sent elsewhere and any other locations where they are under consideration will be informed that the candidate is no longer available.

6

Call Document is Prepared: The calling entity extends a call to the designated candidate through prepared call documents. After the documents are complete, they are sent to the respective District Office for the District President to sign. They are then forwarded to the placement director to sign and distribute to the candidate. If a candidate receives call documents directly from a District or a calling body, such documents are not official.



7

Commissioning and Installation-The call process is complete when the candidate is commissioned into public ministry and installed at the congregation/School, upon the approval from the District President. The candidate should complete all forms within the call documents in a timely manner to ensure that all is in order from his/her end. If a candidate accepts a call prior to graduation, the call is valid pending successful completion of all graduation and certification requirements.

Questions? Contact Kristi Bauer
Director of Placement & Colloquy
kbauer@csp.edu or 651-641-8792

