

GUIDELINES FOR DESIGNATED CALLS

- Step 1: Calling bodies (congregations, schools, RSOs) contact the PCW Placement Director of Synodical colleges to indicate their needs.
- Step 2: PCW Placement Directors share the name(s), Application for Synodical Placement, and credentials of candidate(s) who may meet the needs of the calling body. Before student information is shared, the student may be contacted by the PCW Placement Director. Names of candidates may be shared with several calling bodies at one time.
- Step 3: Calling bodies, upon prior arrangement with the PCW Placement Director, may contact, usually by phone, those candidates who appear to meet their needs. During this contact, the calling bodies share preliminary information about the position, the candidate may ask preliminary questions, and the two parties are able to determine whether the candidate is interested in further consideration. Arrangements may be made for a formal interview.
- Step 4: Interviews (on campus, on site, by phone), usually conducted by phone, may be scheduled in consultation with the PCW Placement Director. Calling bodies who prefer to interview at their location may do so at their own expense. However, candidates should try to schedule these interviews outside of class time. It is important that there be adequate planning and preparation prior to the interview to assure that this is done professionally.
- Step 5: Calling bodies who have made contact with a candidate, who are considering only that candidate at that point, and who need additional time to discuss this with appropriate groups or individuals may request that the PCW Placement Director put the candidate "on hold" for a period not to exceed two weeks. During that time, with the consent of the candidate, the name of the candidate will not be shared with other calling bodies.
- Step 6: When calling bodies are prepared to extend a Call to a specific candidate, they may contact the PCW Placement Director to see whether the candidate is eligible for a designated Call. Reasons a candidate may be ineligible include – but are not limited to – a current designated Call from another calling body, incomplete course requirements, etc. This is not an official decision on the call; the official decision on the call comes when the call documents are in the hands of the candidate. Calling bodies must contact the PCW Placement Director and indicate that they wish to extend a Call to the candidate. NOTE: Designation means that the PCW Placement Director stops any further search for a position for the candidate, and the calling body stops any further search for a candidate, until a decision on the pending Call is reached.
- Step 7: Call documents for candidates who are being placed for the first time must be sent to the respective District presidents of the calling bodies, NOT to the candidate. The district office will send them to the PCW Placement Director, who will review and discuss the documents with the candidate before mailing them directly to the candidate. The PCW Placement Director will report Call activity to the Board of Higher Education of the LCMS.

****BEFORE CALL DOCUMENTS ARE SENT THROUGH, IT IS ESSENTIAL TO INFORM THE PCW PLACEMENT DIRECTOR****

For further information, refer to the document entitled "*Checklist for Initial Candidate Placement*" or contact the PCW Placement Office at 503-493-6231.