



East Central Synod of Wisconsin

Evangelical Lutheran Church in America

God's work. Our hands.

Dear Potential Candidacy Candidate:

On behalf of the East Central Synod of Wisconsin, I welcome your interest in candidacy in the ELCA. This important decision is to be made by you and the Candidacy Committee of the East Central Synod of Wisconsin. Several important initial steps are necessary to begin your journey toward admission into the candidacy process and your work with the ELCA.

Prayerful discernment and conversation with your pastor and others is an important step in your decision to pursue candidacy. It is recommended that you become familiar with the Vision and Expectations for the ELCA: Click [Vision and Expectations](#)

Please, check out the candidacy information on the ELCA website and ECSW website to make sure you are aware of the procedures needed to continue: Click [Resources/Candidacy](#) and scroll down. Items that apply to you would be in the tabs: Start Here; Candidates; and Essays

Several steps need to be taken before presenting your name to the Candidacy Committee for acceptance into the process. Typically, for summer or fall enrollment in an ELCA seminary, your preliminary paperwork and interviews should be complete by mid April. This will allow time for the Candidacy Committee to review your application and recommend you for Entrance into a seminary. Please feel free to contact the Synod Office with questions at 920/734-5381 or darlene.kalfahs@ecsw.org

The preliminary steps in the process include:

- Your **Application** and **Essay** and a check for the **\$600 registration fee** made out to the East Central Synod of Wisconsin should be sent to the Synod Office. (16 Tri-Park Way, Appleton WI 54914) To complete an application, go to <https://community.elca.org/login> and create a “New user registration” at the bottom. This may take a couple days to activate. Then log in to your account at <https://community.elca.org/login>, select leader portal, candidacy process, and click on the application. Before beginning, please save it with a different name. Close it, and then re-open it. You may then work on your application and save to submit later. When your application is complete, save it again and then press “Submit Application.” (Make sure you print, sign and send a hard copy to the Synod Office, along with the candidacy essay and \$600 registration fee.)
- **Congregational Registration** and **Congregational Support** forms must be sent to the Synod Office by your congregation. **Membership in an ELCA church for at least one year prior to beginning the Entrance process is required.** Candidates should request their pastor complete these forms found on line at <http://www.elca.org/Resources/Candidacy> (under the Congregation tab) and send a signed, hard copy to the East Central Synod of Wisconsin, 16 Tri-Park Way, Appleton, WI 54914
- Schedule an **Initial Interview** through the candidacy chairperson, **Joan Johanson**, Stevens Point, at **715/344-1387** or ecswcandidacy@gmail.com.
- A **background check and psychological evaluation** are required. Please, call or e-mail Darlene Kalfahs (920/734-5381 or darlene.kalfahs@ecsw.org) for details.

Bishop Gerald L. Mansholt

16 Tri-Park Way • Appleton, WI 54914-1658

Synod Office 920-734-5381 Fax 920-734-5074 Resource Center 920-734-3797

After the preliminary steps are complete:

- Schedule a **Psychological Evaluation/Career Consultation** with the **Synod Office (920/734-5381)** or by **contacting darlene.kalfahs@ecsw.org** This evaluation includes written testing, an interview with the psychologist, a follow-up conversation, and a signed release of information to the Candidacy Committee. The Synod Candidacy Committee may contact the psychologist for further explanation or clarification on points of your psychological and career evaluation report.

This process takes about 8 weeks to complete. You are responsible for keeping the psychologist informed of the time frame for your Entrance Decision. For a spring Entrance Decision, please begin this process by early February. Also, understand this evaluation is valid for one year.

- At a scheduled Bi-Synodical Candidacy Committee Meeting, you will be asked to meet with a panel that will review your file, interview you, and make a recommendation for your Entrance into the process.

After a positive Entrance Decision, you will be assigned a committee contact person. Contact should be made by you regularly with [Darlene Kalfahs](#), the Candidacy Committee **chairperson** **and** your contact person.

It is recommended that yearly **academic reports** be requested by you to be sent to the Synod Office. Keep in mind that only 3 Bi-Synodical Meetings are held yearly for decisions (generally April; August; and early December). Please, keep us informed of your need to be part of an upcoming meeting.

[@darlene.kalfahs@ecsw.org](mailto:darlene.kalfahs@ecsw.org) .

ENDORSEMENT

Prior to your internship or supervised field experience, you should contact the candidacy chairperson, Joan Johanson, Stevens Point, at **715/344-1387** or ecswcandidacy@gmail.com with your request to be Endorsed by the Committee. Your **Endorsement Essay** topic will be found at <http://www.elca.org/Resources/Candidacy> (under the Essays tab). This Essay is usually due in the Synod Office by September 1st. You will again be scheduled for a panel held with Candidacy Committee members and seminary staff at your seminary and make their recommendation on your endorsement.

APPROVAL

When nearing the completion of your studies, again notify, **Joan Johanson**, Stevens Point, at **715/344-1387** or ecswcandidacy@gmail.com. Your **Approval Essay** topic will be found at <http://www.elca.org/Resources/Candidacy> (under the Essays tab). This Essay is usually due in the Synod Office by September 1st. Approval interviews will be scheduled with the Bi-Synodical Candidacy Committee and will be followed by the Committee's recommendation on your Approval.

Feel free to contact the Synod Office at any time with questions at 920/734-5381 or darlene.kalfahs@ecsw.org.

Love in Christ,

Darlene Kalfahs