

Synodical Placement Records Release

To: Synodical Candidates

There is a continuing need on the part of The Lutheran Church-Missouri Synod (LCMS) as well as Concordia University to utilize certain Call document information for analysis purposes.

In addition, information from the Synodical Placement Office is commonly sent to congregations, schools, agencies, or other bonafide calling bodies of the LCMS (by mail or email), at the request of the student or at the request of the calling body. Such information is given out only prior to the student's initial call and acceptance into the teaching, Parish Music, Director of Christian Education (DCE) or Deaconess ministry of the LCMS. The information is normally of two types:

1. **A set of Candidate's Credentials will include:**
 - a. ***Synodical Placement Application*** – This is generated in "Word" utilizing information provided on the Profile Inventory. Applications are completed by the Candidate and includes:
 - i. ***Summary of Coursework***
 - ii. ***Brief Biographical Sketch*** – describing your concept of the ministry
 - b. ***Midterm Student Teaching Evaluations*** – completed by the Cooperating Teacher and University Supervisor. (used only until final evaluations are received)
 - c. ***Final Student Teaching Evaluations*** – completed by the Cooperating Teacher and University Supervisor.
 - d. ***Recommendation Letters*** – from your Cooperating Teacher/Site Supervisor and University Supervisor.
2. **Secondary Information Book**

A booklet, sent to each Lutheran high school administrator in the United States and abroad, that identifies all secondary candidates graduating from Concordia University Chicago during the current year. The booklet lists each candidate by their major and minor in addition to providing a single page profile identifying each candidate's high school, previous college (if any), courses taken in their major and minor areas, experiences, interests, placement considerations, and whether or not elementary (if applicable) and secondary student teaching has been completed.

I hereby authorize the Synodical Placement Office of Concordia University Chicago, to release certain document information relative to my initial assignment in the Teaching, DCE, Parish Music, or Deaconess Ministry of the LCMS for the analysis purposes.

I also authorize the Synodical Placement Office of Concordia University Chicago to release the information in my credential file to any legitimate calling body of the LCMS to whom request that it be sent, or who request it for employment purposes. I understand that this release is valid only prior to my initial placement and acceptance of a position in the teaching, DCE, Parish Music, or Deaconess ministry of the LCMS.

PRINT name

Signature

Date