



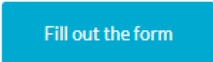
As the WELS Assignment Committee prepares for its work in May, we are sharing with you the process that will be used for requesting **graduates** this year. All requests to have a pastor, teacher, or staff minister assigned to your church, school or early childhood ministry will be made online at our regularly used call request link: <http://www.wels.net/callrequest>.

The link will direct you to the “**Assignment and Call Request**” page on the WELS website. There you find several valuable resources (assignment request information & instructions, sample cover letters to send to candidates, and various downloadable call documents). **Midway through the page** you will find the “button” that takes you to the “**Request a Graduate Assignment or Call List**” form with its 6 tabs. You will need to make sure to indicate “**Assignment**” as the “**Type of Call**” (see below).


Note: If you are seeking a **pastor assignment**, we ask you to submit a new assignment request even if you’ve been calling from the field. **For teacher and staff minister** assignments, if you have already submitted a call request for this position as a “call from the field,” our team at the Commission on Lutheran Schools will be able to “convert” it to an “assignment” request. Please contact them at: Lutheranschools@wels.net. Someone from that team will contact you to update the salary and benefits section if the information is missing or not reflecting a first-year teacher’s salary. In the meantime, please click on the following link “[Assignment Information Sheet](#)” for further directions. Note that no assignment can be made unless your DP has received a completed and signed call form from your congregation. This Assignment Information Sheet also tells you **where to send your call packet**.

If you have not yet submitted a request, proceed to the information below.

Request a Graduate Assignment or Call List



Please note: WELS Cloud login required for request form

On the welcome screen choose  under “New Request.”

Welcome

New request



Requests not yet submitted

		Edit	Delete		
<input type="checkbox"/>	Position Category	Position Type	Call Meeting Date	Last Updated	
<input type="checkbox"/>	Pastor			3/17/2021	

“Requests not yet submitted” allows you to edit a request that you have been working on previously but haven’t completed and submitted.

Welcome > Call List Request

[Contact Information](#)
[Calling & Serving Body](#)
[Base Information](#)
[School Information](#)
[Additional Information](#)
[Compensation Information](#)

Position details

* Position category:

Position type:

* Call meeting date:

* Type of call:

Call duration (enter years):

Please review the [Assignment Information Sheet](#).

Position history

Called Worker replacing:

* Reason for replacement:

Position preferences ?

Start date:

Degree:

Minimum years of experience:

Maximum years of experience:

Sex:

Marital status:

[<< previous](#) [next >>](#)

Complete the **“Contact Information”** and **“Calling & Serving Body”** tabs. Proceed to the **“Base Information”** tab.

- In the **“Position category”** dropdown menu select **“Pastor, Teacher, or Staff Minister”**
- For the **“Call Meeting Date”** use **05/15/21 for teacher and staff minister. Use 5/20/21 for pastor.**
- In the field that allows you to indicate the **“Type of call,”** choose **“Assignment.”**

Once you have indicated that the type of call is an **“Assignment”** a box will appear with the words: **“Please review the Assignment Information Sheet.”** Click on that hyperlink. Be sure to give careful attention to this document, noting that no assignment can be made unless your district president has received a completed call form and letter from your congregation. This Assignment Information Sheet also indicates **where to send your call packet.** Because this is an assignment, you will disregard some of the fields under **“Position preferences.”**

- For pastor request do not fill in beyond **“Position history.”**
- For teacher request complete **“Position History.”**
- For teacher request also complete: **“sex,” “position type,”** and **“marital status”** under **“Position Preferences.”**

Complete the remaining tabs. Note: It is very important that you complete the **“Compensation Information”** tab. Once your form is completed and submitted, your district president will receive a copy.