



## Requesting a candidate from the Assignment Committee

Thank you for requesting a candidate through the Assignment Committee of WELS! Your request for a graduate from our WELS seminary or college of ministry speaks to your confidence in the excellence of our ministerial training system.

The candidates who have come through Wisconsin Lutheran Seminary (WLS) and Martin Luther College (MLC) are presenting themselves for service in the church. They are well trained in different disciplines, they have earned various degrees, and they are gifted by the Lord of the church with talents and abilities that will serve well in different ministry settings. They offer themselves in service to the Lord Jesus and his church, saying, "Here am I. Send me!"

Not every candidate is a fit for every call, and not every call is a fit for a given candidate. The Assignment Committee works together harmoniously, seeking to match the unique gifts of each candidate with the needs of the calling bodies requesting candidates. The Assignment Committee takes this responsibility very seriously and implores the aid and guidance of the Holy Spirit in carrying out this task. Calls may be left unfilled because suitable candidates are unavailable to fill them. Candidates may remain unassigned because there are not calls that fit their unique gifts and abilities. This may occur regardless of the number of candidates and calls available.

In today's calling environment, the number of call requests surpasses the number of candidates available to fill them. This inevitably means that some requests will go unfilled. Calling bodies requesting candidates should be aware of the strong possibility that their request might not result in a candidate being assigned. Calling bodies should be prepared with backup plans in place to cover ministry needs in the event that they do not receive a graduate.

## Salary and benefits

As congregations and schools prepare to come to the Assignment Committee for a pastor, teacher, or staff minister, the Conference of Presidents wishes to underscore that it considers synod code to be a reasonable wage. This includes benefits such as VEBA (medical and disability insurance), pension, housing, half of Social Security, and mileage. Calling bodies not presently at code should present a plan that will bring the salary to the level of synod code within three years and provide an annual report to their district president regarding their progress.

Please use the online compensation calculation tool at [www.wels.net/cwcompcalc](http://www.wels.net/cwcompcalc) to calculate the annual salary for your new pastor, teacher, or staff minister. The online calculator is self-explanatory, and most questions are answered by clicking the information icon next to each field.

## Moving costs

Moving costs should be included in the congregation's planning. Under provisions of the tax bill passed by Congress in 2017, moving expenses are typically no longer tax deductible. This means that any remuneration from the congregation either to or on behalf of an employee to cover moving expenses is counted as taxable income. In order to help called workers absorb this tax hit, synod compensation now calls for a one-time addendum to the called worker's compensation. The add-on amount is a percentage of the moving cost and is calculated at 20% for ministers of the gospel. The amount is paid to the called worker as compensation in the year the tax liability is incurred.

## Pastor/Teacher mentoring

We are strongly committed to the success of our graduates, so a new graduate from Wisconsin Lutheran Seminary or Martin Luther College will be assigned a mentor. Congregations that are assigned a pastor will be asked to contribute \$1,000 annually for three years to enable their pastor to participate in the Pastor Partners Mentoring Program. Wisconsin Lutheran Seminary invoices congregations for the cost of this mentoring program. The cost for the teacher mentor program is charged to the congregation at the rate of

**\$1,000 per year for two years.** The Commission on Lutheran Schools invoices congregations for Principal and ECM Director Mentoring. Martin Luther College invoices congregations for all other new teachers through the New Teacher Induction Program.

## **Assembling your call packet**

Please compile your call packet that will be presented to the candidate following the call service. You may use the following checklist for items to be included with the call packet:

- (Required) Completed call form. A number of call forms are available for [download](#).
- (Required) Cover letter to the candidate, including details about your congregation, your community, special opportunities, and so on. Make sure the letter includes contact information for key individuals in the congregation. Sample letters are available on the synod website [here](#).
- (Optional) Additional information of interest about your community, materials from the Chamber of Commerce, etc.

## **Assignment schedule**

This year's assignment schedule is as follows:

- **Friday, April 29, 2022 – Deadline for submitting teacher/staff minister assignment requests.** Changes to the deadline may only be accommodated through consultation with your district president.
- **Friday, May 6, 2022 – Deadline for physical teacher/staff minister call packets** to reach your district president. (See corresponding mailing address below.)
- **Monday, May 9, 2022 – Deadline for submitting pastor assignment requests.** Changes to the deadline may only be accommodated through consultation with your district president.
- **Thursday May 12, 2022** – The Assignment Committee meets to assign teacher and staff minister candidates

Please have your primary point of contact remain close to his cell phone in case your district president needs additional information regarding your request.

If your assignment request cannot be filled, your district president will contact you no later than Friday evening to inform you that you will not be receiving a candidate.

- **Saturday, May 14, 2022**
  - **10:00 a.m. CDT** – The Martin Luther College graduation service will be held in the gymnasium. Visit the MLC website at [www.mlc-wels.edu](http://www.mlc-wels.edu) for more information and to watch the livestream.
  - **2:30 p.m. CDT** – **The Martin Luther College call service will be held in the gymnasium and livestreamed.**
- **Tuesday, May 17, 2022 – Deadline for physical pastor call packets** to reach your district president. (See corresponding mailing address below.)
- **Tuesday/Wednesday, May 24-25, 2022** – The Assignment Committee meets at Wisconsin Lutheran Seminary to assign pastor candidates.
- **Thursday, May 26, 2022, at 10:00 a.m. CDT** – The Wisconsin Lutheran Seminary call service will be held in the gymnasium. Visit the WLS website at [www.wls.wels.net](http://www.wls.wels.net) for more information and to watch the livestream.
- **Friday, May 27, 2022, at 10:00 a.m. CDT** – The Wisconsin Lutheran Seminary graduation service will be held in the gymnasium.

Following the call services, candidates assigned into ministry will meet with the president of the district into which they are assigned. They will receive a call packet and a brief orientation to prepare them to transition into their ministry.

## Your next steps

Complete your assignment request prior to the submission deadline above. Your district president will receive notification of your request. He may contact you to ask for additional information.

Please send your call packet to your district president via the method below so that it arrives by the proper dates listed above.

### Arizona-California District

Mail teacher packets to:

Martin Luther College  
ATTN: Rev. Jon Buchholz  
1995 Luther Ct  
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary  
ATTN: Rev. Jon Buchholz  
11831 N Seminary Dr 65W  
Mequon WI 53092

### Dakota-Montana District

Mail teacher packets to:

Martin Luther College  
ATTN: Rev. Douglas Free  
1995 Luther Ct  
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary  
ATTN: Rev. Douglas Free  
11831 N Seminary Dr 65W  
Mequon WI 53092

### Michigan District

Mail pastor and teacher packets to:

Rev. Snowden Sims  
2167 Big Run Rd E  
Grove City, OH 43123

### Minnesota District

Mail pastor and teacher packets to:

Rev. Dennis Klatt  
4332 Gettysburg Ave N  
New Hope, MN 55428

### Nebraska District

Electronic packets accepted at

[nedp@wels.net](mailto:nedp@wels.net) OR

Mail teacher packets to:

Martin Luther College  
ATTN: Rev. Philip Hirsch  
1995 Luther Ct  
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary  
ATTN: Rev. Philip Hirsch  
11831 N Seminary Dr 65W  
Mequon WI 53092

### North Atlantic District

Electronic packets accepted at

[nadp@wels.net](mailto:nadp@wels.net) OR

Mail teacher and pastor packets to:

Rev. Donald Tollefson  
40 Coleman Rd  
Long Valley, NJ 07853

### Northern Wisconsin District

Electronic packets *preferred* at

[nwdp@wels.net](mailto:nwdp@wels.net) OR

Mail teacher and pastor packets to:

Mount Olive Lutheran Church  
ATTN: Rev Joel Zank  
930 E Florida Ave  
Appleton, WI 54911

### Pacific Northwest District

Electronic packets *preferred* at

[pnwdp@wels.net](mailto:pnwdp@wels.net) OR

Mail teacher and pastor packets to:

Rev. John Steinbrenner  
13278 W Fig St  
Boise, ID 83713

### **South Atlantic District**

Mail teacher packets to:

Martin Luther College  
ATTN: Rev. Charles Westra  
1995 Luther Ct  
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary  
ATTN: Rev. Charles Westra  
11831 N Seminary Dr 65W  
Mequon WI 53092

### **South Central District**

Mail teacher packets to:

Martin Luther College  
ATTN: Rev. Don Patterson  
1995 Luther Ct  
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary  
ATTN: Rev. Don Patterson  
11831 N Seminary Dr 65W  
Mequon WI 53092

### **Southeastern Wisconsin District**

Electronic packets *preferred* at

[sewdp@wels.net](mailto:sewdp@wels.net) OR

Mail teacher and pastor packets to:

Christ the Lord Lutheran Church  
ATTN: Rev. David Kolander  
1650 N Brookfield Rd  
Brookfield WI 53045

### **Western Wisconsin**

Mail teacher and pastor packets to:

St. Mark Lutheran Church  
ATTN: Rev. Michael Jensen  
615 Jones St  
Watertown, WI 53094