



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 if requesting a teacher assignment or with 4 tabs if requesting a pastor assignment.) 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 district president 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. Please note that you will need to use your **WELS Cloud** account to access and complete the Assignment Request. If you need help accessing your account (or congregation’s account) or if you don’t have an account, please follow this link: “[WELS Cloud](#)”.

Request a Graduate Assignment or Call List

Fill out the form

Please note: WELS Cloud login required for request form

On the welcome screen choose **Go** under “New Request.”

Call List Request

Rescheduling Returned Calls - There is no need to submit a new request to reschedule a recently Returned Call. Please contact lutheranschools@wels.net with your desired new Call Meeting Date and any changes to the Call. We will copy your original Call with the new date and include any changes.

New Request

Go

Requests Not Yet Submitted

	Position Category	Position Type	Call Meeting Date	Last Updated
No records to display				
<div style="display: flex; justify-content: space-between;"> « < > » 0 of 0 pages (0 item) </div>				

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

Contact Calling & Serving **Position** Compensation Considerations Questions

Position Details

* Position category Teacher Position type Select one...
* Call meeting date 05/14/2022 Call duration (enter years)
* Type of call Assignment

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

Position History

Called worker replacing * Reason for replacement Select one...
Position Preferences ⓘ

Start date Select date... Degree Select one...
Minimum years of experience Maximum years of experience
Sex Select one... Marital status Select one...
[< 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 **05/14/22** for teacher and staff minister. Use **5/26/22** 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**. As noted earlier, the pastor request has four tabs, please complete all four, noting that salary and benefit boxes are required fields. For teacher requests, please complete all six tabs, including the required fields for salary and benefits, “position history,” “sex,” “position type,” and “marital status” under “Position Preferences.” Because this is an assignment, you will disregard some of the fields under “Position preferences.”

Once your form is completed and submitted, your district president will receive a copy. Please send him an e-mail, confirming that you have requested an assignment.