



THE LUTHERAN CHURCH—MISSOURI SYNOD

Minnesota South District

... cultivating leaders intentionally engaged in the mission of God

INTENT TO CALL COMMISSIONED MINISTER – TEACHER

Authorization form to search on the CMIF at <https://cmif.lcms.org>

Congregation/school: _____

Located at: _____

Intends to call a commissioned minister – teacher for the following position:

DESCRIPTION OF THE POSITION (check/complete all that apply)

Administrative responsibility as (check):

Superintendent Principal Assistant principal Preschool director

Other _____

Classroom teacher for grade(s): _____

Special/departmentalized assignment in the subject(s) of: _____

Responsibility in the following specialty areas (check):

Adult education Bible class Coaching athletics Evangelism VBS

Family life education Music Sunday school Weekday/confirmation

Youth ministry Other: _____

We feel the position would best be filled by a worker with the following characteristics or qualifications:

CHOOSE ONE:

This is a regular call. This is a limited duration (non-tenured) call that will end _____

Include the congregation's **salary schedule**. Beginning base is \$ _____

Include the **job description** for this position—**fax, email, or mail a copy to the MN South District office.**

The above information was provided on _____. We anticipate to extend a call on _____.

CONTACT PERSON AUTHORIZED TO DO SEARCHES:

Name: _____

Email: _____

Phone: _____

Please note: The information obtained by this search may be used solely for the purpose of filling a vacancy. The information must be handled as confidential and, when the selection process is complete, properly disposed (i.e., shredded). By submitting this form, you understand and agree to the intended use of the materials.

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Acknowledgement Page

The signatures below designate the following:

- Acknowledges that the call process has been officially approved by the process as presented in the constitution of the congregation/school.
- Acknowledges that the district will publicize that the congregation/school has entered into a call process so that others may be praying for them.
- Agrees that the congregation/school will immediately inform the district when a worker is called and of all decision made by workers called.
- Agrees the congregation/school will do their due diligence to ensure that the commissioned worker has passed any necessary background screening:
 - Early Childhood workers background studies
 - State-required background screening for K-12 teachers, coaches, & volunteers (Minnesota Statute 123B.03)
 - Other Screening agencies
 - AAIM Employers' Association
 - Protect My Ministry

AND agrees to provide a copy of all clear results of the screening to the MNS district office.

- Agrees to not consider calling a commissioned worker-teacher on active status with a school ministry after June 15 without first consulting with the District Education Executive.
- Agrees to utilize the information obtained through the CMIF system solely for the purpose of filling a vacancy.
- Agrees to protect commissioned ministers by maintaining all CMIF documents as confidential information and, when the selection process is complete, properly disposed (i.e. shredded) printed documents and permanently deleting anything saved on computers.
- Provides to the district the anticipated starting salary of the position.
- Provides to the district a job description for the position.

Signed: _____

Printed name: _____

Signed: _____

Printed name: _____

This page must be signed by the administrator or pastor and an authorized lay leader (board of education chair, president, etc.)

Page 2 of 2

Return form to: (mail) Education Department, Minnesota South District, 14301 Grand Ave. S, Burnsville, MN 55306
(fax) 952.435.2581 | (email) christina.krentz@mnsdistrict.org

MN South District Office Use Only

Approved: _____

Date: _____