

Please read through this document before submitting an assignment request form.

HOW TO COMPLETE A CALLED WORKER ASSIGNMENT REQUEST FORM

The deadline to submit an assignment request is April 30, 2024, for teachers, staff ministers and pastors.

To access the assignment request form, you will need to have a WELS cloud account. Go [here](#) if you need help logging in to your account.

Go [here](#) to complete a new request (blue button: “Fill out the form”) and to access other information about the process.

If you begin work on a graduate assignment request, you can save it and return to finish it later.

To save your request so that you can return and complete it later, click on the “Save” button in the upper right on the form. To return to your form go [here](#).

To finalize your request and notify your district president, click on the “Submit” button in the upper right on the form. This will save your request and send an automatic notification to your district president.

IMPORTANT INFORMATION TO NOTE WHEN COMPLETING THE FORM

1. All fields marked with a red asterisk are required.
2. Work your way through each of the tabs (4 for pastors, 6 for teachers/staff ministers).
3. **Calling and serving body:** Sometimes the calling and serving body will be the same; however, if the call is to a school, generally the school will be the serving body, but the associated church will be the calling body.
4. **Type of call:** Choose “Assignment”
5. **Call meeting date:** For *pastors*, use 5/23/2024 and for *teachers/staff ministers*, please use 5/18/2024 as the date.
6. **Compensation:** The Conference of Presidents wishes to underscore that it considers synod code to be a reasonable wage. This includes benefits such as VEBA (medical insurance for the called worker and his family, as well as disability insurance for the called worker), retirement benefits, 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. There is a link to the WELS called worker compensation calculator at the top of the compensation tab to assist you in completing the required information.

EMAIL YOUR DISTRICT PRESIDENT

After completing the request, e-mail your district president to confirm your intent to request an assignment. This is to ensure that he is aware of the request, in case he does not receive the automatic notification for some reason.

As part of the request process, you’ll be directed to read through the “Assignment Information Sheet” (a copy of which can be found [here](#)) for information about new pastor/teacher mentoring, the assignment schedule, and assembling and sending the required **call packet** that will be presented to the candidate following the call service, including deadlines.