

## *Specific Ministry Pastor Admission Sequence*

(Update 06-21-18; Edited 05-06-19)

1. A need is identified for a pastor. The need may be:
  - a. A congregation with a pastoral vacancy that can be effectively served by an Specific Ministry Pastor (SMP).
  - b. A congregation that desires an additional “staff pastor.”
  - c. A church plant.
  - d. Some other specialized ministry position, (*e.g., institutional chaplaincy, campus pastor, special culturally specific and/or linguistic setting*).
  
2. A man who meets the scriptural qualifications for ministry (see the attached “Admission Criteria” document) is identified by the congregation itself and/or the circuit and or district in which the ministry is located.
  
3. The applicant is invited to complete an application to the SMP program and submit it and related documents to his district office.
  
4. The district examines the application and the individual in order to determine whether the individual and the ministry qualify to be nominated for the SMP program. This examination shall include:
  - a. An interview by the District Interview Committee
  - b. An examination of the individual’s credentials to assure that he can be placed as a vicar in the district.
    - i. Has he demonstrated, or will he demonstrate, competence in the seven prerequisite areas?
    - ii. Does he have the spiritual and personal qualities to serve as a pastor in the specific ministry for which he is being nominated?
    - iii. Has he met, or will he meet, any additional requirements related to this specific ministry (*e.g. church planter’s assessment tool*)?
  - c. A review of the application to assure that everything is in order.
    - i. Has he included the admissions fee?
    - ii. Has he asked that educational transcripts be sent to the seminary?
  - d. An agreement and plan to cover the cost of the SMP program.
  
5. The district office will send the completed application package to the seminary. The package must include:
  - a. Application
  - b. Application fee (\$100) payable to “Concordia Seminary”
  - c. Pastor’s recommendation
  - d. Letter of recommendation from mentor (if different from Pastor above)
  - e. Letter of recommendation from congregation
  - f. District President’s recommendation, which will include:
    - i. The place of service.
    - ii. The specific type of ministry.
    - iii. The pastor who will serve as the mentor for the applicant.

- g. District interview report
  - h. Signed “Partnership Agreement”
  - i. Copy of “Vicarage Agreement” (original goes to Synod “Office of Pastoral Education.”)
  - j. Official transcripts from all colleges and universities attended are to be sent directly to “Admission” at Concordia Seminary via U.S. Mail or electronically to [admit@csl.edu](mailto:admit@csl.edu).
6. The seminary will act on the application and notify the applicant and the district of its decision.