
COLLOQUY FOR
MINISTERS OF
RELIGION-
COMMISSIONED
IN THE
LUTHERAN
CHURCH –
MISSOURI
SYNOD

POLICY MANUAL

January 2013

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THE ROLE OF COLLOQUY WITHIN THE LUTHERAN CHURCH- MISSOURI SYNOD

Commissioned ministry colloquy programs prepare men and women who are currently serving in ministry roles for membership in the Synod. (2010 Handbook, Bylaw 3.10.3)

- a. Colloquy programs ensure that those who seek to join the Synod have been educated in theology, have become oriented to service in the Synod, and have demonstrated the professional and spiritual attributes that the Synod expects of its members. (2010 Handbook Bylaw 3.10.3[a])
- b. Qualified applicants are those who are competent workers in the field for which they seek colloquy. (2010 Handbook Bylaw 3.10.3[b])

The [LCMS] Colloquy Committee for Commissioned Ministry shall consist of the First Vice-President of the Synod as chairman, a representative of the Concordia University System, two college/university presidents appointed by the President of the Synod, two CUS faculty involved in colloquy appointed by the President of Concordia University System and one representative from CUEnet. (2010 Handbook Bylaw 3.10.3.1)

The committee shall direct the Synod activity in matters of colloquies for commissioned ministries. (2010 Handbook Bylaw 3.10.3.2)

- a. The committee shall oversee for each category of commissioned minister at each college and university of the Synod the prerequisites for colloquy application, required courses of study and internship expectations. (2010 Handbook Bylaw 3.10.3.2[a])
- b. The committee shall also establish and monitor academic and theological standards for each of the colloquy programs. The committee shall consult the directors of the programs at the Synod's colleges and universities when establishing or reviewing the standards. (2010 Handbook Bylaw 3.10.3.2[b])
- c. The committee shall render a report on commissioned-minister colloquy activities to each convention of the Synod. (2010 Handbook Bylaw 3.10.3.2[c])

1 EXPECTATIONS FOR THE CONCORDIA UNIVERSITY SYSTEM

- 1.1 Each of the Concordia colleges and universities shall be responsible for establishing the prescribed program of study for each person admitted to colloquy. The prescribed eight courses of study shall include biblical interpretation (Old and New Testament), church history, the Lutheran Confessions, doctrine, the beliefs of other religious bodies, and applicable ministry polity.
- 1.2 Each of the Concordia colleges and universities shall have a faculty colloquy examining committee. The institution's president shall appoint the committee, and it shall include the directors of the commissioned-ministry program(s).
- 1.3 Each of the Concordia colleges and universities shall have a placement officer to offer assistance to the colloquy candidates during the call process.
- 1.4 CUEnet shall be responsible for maintaining the following;
 - 1.4.1 The curricular program of study for colloquy as prescribed by the Synod Colloquy Committee for Commissioned Ministry.
 - 1.4.2 The technological delivery system as appropriate for student needs.

2 EXPECTATIONS FOR THE COLLOQUY CANDIDATES

- 2.1 Individuals seeking placement as a minister of religion-commissioned shall be members in good standing of an LCMS congregation for at least the past two years.
- 2.2 These individuals shall possess a bachelor's degree from an accredited institution.
- 2.3 These individuals shall have demonstrated the professional and spiritual attributes expected of Synod's ministers of religion-commissioned.

3 EXPECTATIONS FOR THE CALLING ENTITIES

- 3.1 Entities seeking to call ministers of religion-commissioned shall secure the appropriate call documents and follow the call process prescribed in the Bylaws of the Synod.
- 3.2 The bylaws of the Synod require that "Congregations shall seek the counsel of their respective district presidents when calling ordained or commissioned ministers." (2010 Handbook, Bylaw 2.5.1) District Presidents, education executives and calling entities are to be guided by the "Call Rubrics for Commissioned Ministers" adopted by the Council of Presidents and available from the district president.
- 3.3 The bylaws of the Synod also require that "Congregations that are members of the Synod shall call only (1) commissioned ministers who have been admitted to their ministries in accordance with the rules and regulations set forth in these Bylaws and have thereby become members of the Synod; (2) candidates of LCMS colleges and

universities who have satisfied the qualifications and requirements for assignment of first calls by the Council of Presidents acting as the Board of Assignments; and (3) commissioned ministers (or those holding positions comparable to commissioned ministers) who are members in good standing of church bodies that have been formally recognized to be in altar and pulpit fellowship with the Synod when agreements for such calls are in place.” (2010 Handbook, Bylaw 2.5.3).

- 3.4 Calling entities and congregations shall follow the bylaw requirement that every Rite of Commissioning and/or Installation must be authorized by the district president of the calling congregation or calling entity and conducted according to established procedures. (See 2010 Handbook, Bylaws 2.10.1 – 2.10.4)

4 APPLICATION AND CERTIFICATION

4.1 APPLICATION PROCESS

- 4.1.1 Persons seeking membership in the Synod through a colloquy program for Ministers of Religion-Commissioned shall submit an application to one of the Concordia colleges or universities offering the desired colloquy program or, for teacher colloquy, to Concordia University Education Network (CUEnet).
- 4.1.2 Determination of the applicant’s eligibility to begin a course of study shall rest with each institution and/or with CUEnet. The student shall also be notified regarding the remaining procedures outlined in this section.
- 4.1.3 Exceptions to prerequisites for eligibility for colloquy shall be determined by the Synod Colloquy Committee for Commissioned Ministry on an individual basis.
- 4.1.4 After the student’s application has been reviewed and accepted and a course of study has been prescribed, the student may begin taking courses.

4.2 ENDORSEMENT PROCESS

- 4.2.1.1 Each student shall obtain endorsement by the president (and others, depending upon the program) of the LCMS district in which he/she resides. This process may occur simultaneously with enrollment in the prescribed course of study. Endorsement must be received prior to final oral examination.
- 4.2.1.2 Together with the endorsement application, the student must provide:
- 4.2.1.2.1 Official transcripts for all college work
 - 4.2.1.2.2 At least two letters of recommendation
 - 4.2.1.2.3 A written autobiography
 - 4.2.1.2.4 Response to “fitness for ministry” questions
- 4.2.1.3 The synod district through which the endorsement is sought will require a personal background check on each candidate with fees to be paid by the candidate.
- 4.2.1.4 The district president must endorse a student’s candidacy for final acceptance into a minister of religion-commissioned colloquy program.

- 4.2.1.5 The office of the First Vice-President of Synod shall cause the name of the candidate to be published in an official periodical of the Synod upon receipt of the name from the director of the colloquy program at the appropriate Concordia college or university or director of CUEnet.
- 4.2.1.5.1 Thirty days after publication, the chair of the Synod Colloquy Committee for Commissioned Ministry shall notify the committee of any objections received.
- 4.2.1.5.2 The Synod Colloquy Committee for Commissioned Ministry, in its sole discretion, shall decide whether an objection is valid. The decision of the committee cannot be appealed.
- 4.2.1.5.3 If no valid objection is submitted to the chair of the Synod Colloquy Committee for Commissioned Ministry within a period of four weeks following publication of notice, the student shall be declared eligible for colloquy. If the candidate is declared ineligible, the chair of the Synod Colloquy Committee will notify the director of the colloquy program at the appropriate Concordia campus.

4.3 CERTIFICATION AND PLACEMENT

- 4.3.1.1 After the prescribed course of study has been completed and all endorsements have been finalized, the student shall be examined orally by a faculty colloquy examining committee.
- 4.3.1.2 If the faculty colloquy examining committee finds the student satisfactorily prepared for ministry, the committee shall recommend the student to the full faculty for certification. If the examining committee finds the student inadequately prepared, it shall prescribe an appropriate course of action.
- 4.3.1.3 When all requirements have been met, including a final oral examination, the faculty of the respective educational institution shall declare that the student is a candidate for placement as minister of religion-commissioned. Placement may, then, commence.
- 4.3.1.4 Such action shall be reported to the chair of the Synod Colloquy Committee for Commissioned Ministry and the appropriate district president.
- 4.3.1.5 Notice of the action shall be announced in an official periodical of the Synod.

4.4 COLLOQUY COMPLETION

- 4.4.1.1 The Council of Presidents, acting as the Board of Assignments, shall assign a Call to the candidate.

5 TEACHER COLLOQUY ADMISSION AND CURRICULUM

5.1 PREREQUISITE REQUIREMENTS

- 5.1.1 Before submitting an application to the teacher colloquy program, each prospective candidate shall have met the following requirements:

- 5.1.1.1 Communicant member in good standing of a congregation of the Synod for at least the past two years
- 5.1.1.2 Possess a bachelor's degree from an accredited institution
- 5.1.1.3 Eligible for teacher licensure
 - 5.1.1.3.1 Individuals serving as full-time faculty at one of the colleges and universities of the Concordia University System who possess the requisite professional credentials for teaching at a college level (graduate degrees) are exempt from this criterion.
- 5.1.1.4 Successful completion of student teaching in a Lutheran school under the supervision of a Concordia college or university offering a bachelor's degree in teacher education or one year of successful teaching in a school recognized by the Synod.

5.2 CURRICULAR REQUIREMENTS

- 5.2.1 The prescribed eight courses of study shall include biblical interpretation (Old and New Testament), church history, the Lutheran Confessions, doctrine, the beliefs of other religious bodies, and the ministry of the Lutheran teacher.
- 5.2.2 These eight courses shall be taken in a traditional classroom setting from a Concordia college or university; via CUEnet with faculty of a Concordia college or university as instructors; or in any other setting with the prior approval of the president of the Concordia University System.

6 DIRECTOR OF CHRISTIAN EDUCATION COLLOQUY ADMISSION AND CURRICULUM

6.1 PREREQUISITE REQUIREMENTS

- 6.1.1 Before submitting an application to the Director of Christian Education colloquy program, each prospective candidate shall have met the following requirements:
 - 6.1.1.1 Communicant member in good standing of a congregation of the Synod for at least the past two years
 - 6.1.1.2 Possess a bachelor's degree from an accredited institution.
 - 6.1.1.3 Trained to do the work of a Director of Christian Education
 - 6.1.1.4 Served as a Director of Christian Education for at least one year in a recognized ministry.
- 6.1.2 The campus program director shall prescribe an appropriate course of study in consultation with the Synod Colloquy Committee for Commissioned Ministry.

6.2 CURRICULAR REQUIREMENTS

- 6.2.1 The prescribed eight courses of study shall include biblical interpretation (Old and New Testament), church history, the Lutheran Confessions, doctrine, the beliefs of other religious bodies, and the ministry of the Director of Christian Education.

- 6.2.2 These courses shall be taken in a traditional classroom setting from a Concordia college or university; via CUEnet with faculty of a Concordia college or university as instructors; or in another setting with the prior approval of the president of Concordia University System.
- 6.2.3 Students shall complete an internship of at least one academic semester under the supervision of a Concordia college or university offering a bachelor's degree leading to Director of Christian Education certification or one year of successful Christian education ministry in an LCMS congregation (as determined by the campus program director after recommendation by the student's local supervisor).

7 DIRECTOR OF CHRISTIAN OUTREACH COLLOQUY ADMISSION AND CURRICULUM

7.1 PREREQUISITE REQUIREMENTS

- 7.1.1 Before submitting an application to the Director of Christian Outreach colloquy program, each prospective applicant shall have met the following requirements:
 - 7.1.1.1 Communicant member in good standing of a congregation of the Synod for at least the past two years
 - 7.1.1.2 Possess a bachelor's degree from an accredited institution.
 - 7.1.1.3 Trained to do the work of a Director of Christian Outreach
 - 7.1.1.4 Served as a Director of Christian Outreach for at least one year in a recognized ministry
- 7.1.2 The campus program director shall prescribe an appropriate course of study in consultation with the Synod Colloquy Committee for Commissioned Ministry.

7.2 CURRICULAR REQUIREMENTS

- 7.2.1 The prescribed eight courses of study shall include biblical interpretation (Old and New Testament), church history, the Lutheran Confessions, doctrine, the beliefs of other religious bodies, and the ministry of the Director of Christian Outreach.
- 7.2.2 The courses shall be taken in a traditional classroom setting from a Concordia college or university; via CUEnet with faculty of a Concordia college or university as instructors; or in another setting with the prior approval of the president of the Concordia University System.
- 7.2.3 Students shall complete an internship of at least one academic semester under the supervision of a Concordia college or university offering a bachelor's degree leading to Director of Christian Outreach certification or one year of successful Christian outreach ministry in an LCMS congregation.

8 DEACONESS COLLOQUY ADMISSION AND CURRICULUM

8.1 PREREQUISITE REQUIREMENTS

- 8.1.1 Before submitting an application to the deaconess colloquy program, each prospective applicant shall have met the following requirements:
- 8.1.1.1 Communicant member in good standing of a congregation of the Synod for at least the past two years
 - 8.1.1.2 Possess a bachelor's degree from an accredited institution.
 - 8.1.1.3 Trained to do the work of a deaconess
 - 8.1.1.4 Served as a deaconess at least one year in a recognized ministry.
- 8.1.2 Students who do not meet these requirements are to be directed to a Synod institution that offers a deaconess program for enrollment in an undergraduate or alternate-route program.
- 8.1.3 Additional admission requirements may be established by the Colloquy Committee for Commissioned Ministry in conjunction with campus program directors.

8.2 CURRICULAR REQUIREMENTS

- 8.2.1 The prescribed course of study shall include at least eight courses in biblical interpretation (Old and New Testament), church history, the Lutheran Confessions, doctrine, the beliefs of other religious bodies, and the ministry of the deaconess.
- 8.2.2 These eight courses shall be taken in a traditional classroom setting from a Concordia college or university; via CUenet with faculty of a Concordia college or university as instructors; or in another setting with the prior approval of the president of the Concordia University System.
- 8.2.3 Students shall complete an internship of at least one academic semester under the supervision of a Concordia college or university offering a bachelor's degree leading to deaconess certification or one year of successful deaconess ministry in an LCMS congregation or an agency recognized by the Synod (as determined by the campus director after recommendation by the student's local supervisor).

9 LAY MINISTRY COLLOQUY ADMISSION AND CURRICULUM

9.1 PREREQUISITE REQUIREMENTS

- 9.1.1 Before submitting an application to the lay ministry colloquy program, each prospective applicant shall have met the following requirements:
- 9.1.1.1 Communicant member in good standing of a congregation of the Synod for at least the past two years
 - 9.1.1.2 Possess a bachelor's degree from an accredited institution
 - 9.1.1.3 Trained to do the work of a Lay Minister
 - 9.1.1.4 Served as a Lay Minister for at least one year in a recognized ministry
- 9.1.2 The campus program director shall prescribe an appropriate course of study in consultation with the Synod Colloquy Committee for Commissioned Ministry.

9.2 CURRICULAR REQUIREMENTS

- 9.2.1 The prescribed eight courses of study shall include biblical interpretation (Old and New Testament), church history, the Lutheran Confessions, doctrine, the beliefs of other religious bodies, and the ministry of the lay minister.
- 9.2.2 The courses shall be taken in a traditional classroom setting from a Concordia college or university; via CUEnet with faculty of a Concordia college or university as instructors; or in another setting with the prior approval of the president of Concordia University System.
- 9.2.3 Students shall complete an internship of at least one academic semester under the supervision of a Concordia college or university offering a bachelor's degree leading to lay ministry certification or one year of successful lay ministry in an LCMS congregation (as determined by the campus program director after recommendation by the student's local supervisor).

10 DIRECTOR OF PARISH MUSIC COLLOQUY ADMISSION AND CURRICULUM

10.1 PREREQUISITE REQUIREMENTS

- 10.1.1 Before submitting an application to the Director of Parish Music colloquy program, each prospective applicant shall have met the following requirements:
 - 10.1.1.1 Communicant member in good standing of a congregation of the Synod for at least the past two years.
 - 10.1.1.2 Possess a bachelor's degree from an accredited institution.
 - 10.1.1.3 Trained to do the work of a Director of Parish Music
 - 10.1.1.4 Served as a Director of Parish Music for at least one year in a recognized ministry
- 10.1.2 The campus program director shall prescribe an appropriate course of study in consultation with the Synod Colloquy Committee for Commissioned Ministry.

10.2 CURRICULAR REQUIREMENTS

- 10.2.1 The prescribed eight courses of study shall include biblical interpretation (Old and New Testament), church history, the Lutheran Confessions, doctrine, the beliefs of other religious bodies, and the ministry of the Director of Parish Music.
- 10.2.2 The courses shall be taken in a traditional classroom setting from a Concordia college or university; via CUEnet with faculty of a Concordia college or university as instructors; or in another setting with the prior approval of the president of the Concordia University.
- 10.2.3 Students shall complete an internship of at least one academic semester under the supervision of a Concordia college or university offering a bachelor's degree leading to Director of Parish Music certification or one year of successful parish music

ministry in an LCMS congregation (as determined by the campus program director after recommendation by the student's local supervisor).

11 DIRECTOR OF FAMILY LIFE MINISTRY COLLOQUY ADMISSION AND CURRICULUM

11.1 PREREQUISITE REQUIREMENTS

11.1.1 Before submitting an application to the Director of Family Life Ministry colloquy program, each prospective applicant shall met the following requirements:

- 11.1.1.1 Communicant member in good standing of a congregation of the Synod for at least the past two years
- 11.1.1.2 Possess a bachelor's degree from an accredited institution.
- 11.1.1.3 Trained to do the work of a Director of Family Life Ministry
- 11.1.1.4 Served as a Director of Family Life Ministry for at least one year in a recognized ministry

11.1.2 The campus program director shall prescribe an appropriate course of study in consultation with the Synod Colloquy Committee for Commissioned Ministry.

11.2 CURRICULAR REQUIREMENTS

11.2.1 The prescribed eight courses of study shall include biblical interpretation (Old and New Testament), church history, the Lutheran Confessions, doctrine, the beliefs of other religious bodies, and the ministry of the Director of Family Life.

11.2.2 The courses shall be taken in a traditional classroom setting from a Concordia college or university, via CUEnet with faculty of a Concordia college or university as instructors; or in another setting with the prior approval of the president of the Concordia University System.

11.2.3 Students shall complete an internship of at least one academic semester under the supervision of a Concordia college or university offering a bachelor's degree leading to family life ministry certification or one year of successful family life ministry in an LCMS congregation (as determined by the campus program director after recommendation by the student's local supervisor).

12 REVIEW PROCESS

12.1 The Synod Colloquy Committee for Commissioned Ministry shall conduct an annual review of the policies and procedures outlined in this manual, consulting, as needed, the program directors for the various ministers of religion-commissioned programs in the Concordia University System.

APPENDIX A

The Lutheran Church-Missouri Synod**Colloquy Program**ENDORSEMENT APPLICATION FORM

Instructions

You are not officially a candidate for Teacher Colloquy (regardless of coursework taken) until you have been formally accepted into the program. To complete the application process to the colloquy program please do the following:

1. A background check through "Protect My Ministry" is required by the Synod's Council of Presidents as a part of the endorsement application process. This background check is facilitated through your local LCMS district office. Please contact your district office immediately to make arrangements for the background check. (If you are unsure how to contact your district office, CUEnet is happy to assist.)
2. Sign and date the *waiver* below.
3. Provide all information requested on the section, *Applicant Information*, on page 2 and 3.
4. Type an *autobiographical statement* on page 4, setting forth clearly your family background, religious affiliation, education, personal/professional accomplishments, mentors or models and reason for wishing to qualify for the teaching ministry of the Synod. This statement can be typed on a separate page and signed.
5. Submit all completed forms (Waiver, Applicant Information, Autobiographical Statement) to the director of your colloquy program (CUEnet or institution).
6. Provide official transcripts of your college education. Request the Registrar of your college(s) to send the transcript directly to the director of your colloquy program.
7. Request your Pastor and Principal (or other appropriate supervisor) write a Letter of Recommendation (on school and/or church letterhead) on your behalf and submit to the director of your colloquy program. (If you are the Principal, make this request to the chair of the Board of Education or one of your supervisors.)

WAIVER

TO WHOM IT MAY CONCERN:

“I fully understand that in the process of reviewing my application, the relevant Synod college/university, the district and The Lutheran Church-Missouri Synod will receive from other individuals and organizations information and materials relating to my personal, academic and professional background. I agree that all such information and materials shall be retained solely by the college/university, the district or the Synod as the property of the college/university, the district or Synod, and that in no event must such information or materials be revealed to me. In consideration of the college/university, the district and the Synod accepting and proceeding with my application, I agree that I have no right to such materials or information, and I waive any right which I may now or later have to be informed of the contents of such materials, whether or not I am admitted to the Teacher Colloquy Program. I also fully understand the colloquy process as specified by the Synodical Handbook.”

Applicant's Signature and date

Teaching Certification:

State(s):

Subject/Title:

Expiration Date:

Community Service

List community service projects in which you have participated:

Community Service	Years

PROFESSIONAL MEMBERSHIPS:

List your memberships in professional organizations. Please include any offices held.

Organizations	Office(s)	Years

FITNESS FOR MINISTRY

Before recommending a person for certification for professional ministry in the church, the Synod Committee on Colloquy for Commissioned Ministry must have assurance that the candidate is above reproach. Also, one of the objectives of the Synod is to “provide protection for the congregations, pastors, teachers and other church workers in the performance of their duties and the maintenance of their rights” (LCMS Constitution, Article III:9). Your responses to the following questions will help the Colloquy Committee fulfill its responsibilities in making its recommendation.

If you answer “yes” to any of the questions below, state on the space at the bottom of this form or on a separate sheet specifics related to each instance. This should include dates, facts, organizations and individuals that may have been involved. Please note that your answering “yes” to any of the following questions does not mean that you are automatically disqualified for the colloquy program. It does mean that we need to engage in a conversation with you about your answer. Our responsibility to our church body requires this. Our responsibility to you is that this be conducted in a loving and confidential manner.

Are you or have you been

- Suspended or expelled by any educational institution? _____
- Dismissed or asked to resign from any professional position you have held? _____
- Suspended, disqualified, censured, or had disciplinary or removal proceedings instituted against you as a member of any profession or organization? _____
- A party to a divorce? _____
- Involved in any homosexual activity? _____
- Involved in substance abuse? _____
- Under guardianship, declared a ward of the court, or incompetent because of mental illness or condition?

- A party (plaintiff or defendant) to any action, civil or criminal? _____
- Charged with...
- Fraud? _____
- Sexual Immorality? _____
- Improper or dishonorable conduct of any kind in any type of legal proceedings? _____
- Arrested, charged or convicted of a crime (excluding traffic violations), or subpoenaed to appear before any legal proceeding or investigatory agency? _____.
- Are you presently in good health? _____ , If not, please comment.

Your Statement of Explanations: (If more space is needed, attach a separate sheet.)

Your Signature: _____

Date _____

AUTOBIOGRAPHICAL STATEMENT

Type an autobiographical statement setting forth clearly your family background, religious affiliation, education, personal/professional accomplishments, mentors or models and reason for wishing to qualify for the teaching ministry of the Synod.

Your Signature: _____

Date: _____

APPENDIX B

COLLOQUY PROGRAM DISTRICT FORM

PERSONAL INFORMATION

Last Name: _____ First Name: _____ MI: _____

Address: _____

Home Phone: _____ Work Phone: _____

Earned Degree(s): _____ LCMS Church Membership: _____

EMPLOYMENT INFORMATION

School or Church: _____

Address: _____ Phone: _____

Principal/Supervisor: _____ Pastor: _____

COLLOQUY CERTIFICATION INFORMATION

Synodical District: _____ Certifying Institution: _____

DISTRICT ENDORSEMENT

- This colloquy student has successfully passed the required background check administered by the district.
- This colloquy student is endorsed by the district as a candidate for the colloquy program.

Signed: _____ Date: _____

(District President)

Signed: _____ Date: _____

(Education Executive)

APPENDIX C

CAMPUSES OFFERING COLLOQUY

Colloquy for commissioned ministers is available on the campuses listed below:

Program	CUAA	CTX	CC-NY	CUI	CUW	CUP	CUC	CCS	CSP	CUNE
Teacher	X	X	X	X	X	X	X	X	X	X
Director of Christian Education		X		X		X	X		X	X
Director of Christian Outreach									X	
Director of Family Life	X									X
Lay Ministry					X					
Director of Parish Music		X		X	X		X		X	X
Deaconess							X			

CUAA
CTX
CC-NY
CUI
CUW
CUP
CUC
CSP
CUNE

Concordia University,
Concordia University Texas
Concordia College-New York
Concordia University,
Concordia University Wisconsin
Concordia University
Concordia University Chicago
Concordia University St. Paul
Concordia University, Nebraska

Ann Arbor, MI
Austin, TX
Bronxville, NY
Irvine, CA
Mequon, WI
Portland, OR
River Forest, IL
St. Paul, MN
Seward, NY