

# HOW TO APPLY TO BECOME A VICAR IN THE CMC PROGRAM

## (Please read carefully)

### Vicarage Application Process

Though they happen simultaneously and though completion of the Vicarage Application is required for admission into the CMC, it is important to understand that the Vicarage Application process is a synodical process and is separate from the CMC application process. The Vicarage Application process involves the following:

1. The CMC applicant initiates the process by bringing these instructions to the attention of his pastor/congregation.
2. The pastor/congregation fill out the Vicarage Application and Vicarage Agreement following the instructions below. (Once completed, please send a **copy only** of the completed Vicarage Application to the CMC so that they know the application has been submitted.)
3. The pastor/congregation takes or sends the **originals** of both forms to district headquarters so both forms can be signed by the district president.
4. The district sends both forms to Synod headquarters in St. Louis, where the Administrative Assistant for the Office of Pastoral Education reviews and prepares them for approval by the Council of Presidents.
5. After the COP approves the student for assignment at the congregation, the vicarage forms are sent to CSL (Concordia Seminary; Prof. Thormodson is the one who processes them).
6. CSL formally announces vicarage assignments at certain services throughout the year. *Only after this* is the assignment official. It may take a few months.
7. After formally announced, CSL sends back to the vicar the completed and signed Vicarage Agreement and a formal Vicarage Assignment Letter.
8. The vicar writes an Acceptance Letter to the congregation and sends a copy to Prof. Thormodson at CSL and to the district president (the vicar will receive detailed instructions for this in the first semester of his CMC vicarage).
9. The vicar scans all three documents (Vicarage Agreement, Vicarage Assignment Letter, and the Acceptance Letter) and uploads them to the Blackboard Vicarage Course (again, detailed instructions for this will be given in the first semester of the CMC vicarage).
10. The congregation arranges for a formal Vicarage Installation service. **DONE!**

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### Instructions

Your pastor/congregation (**not you**) must contact your district office and request the vicarage application along with the instructions. Please follow the directions carefully. Your completed application process will include the following:

- 2** typed copies of the **Vicarage Agreement**. The Vicarage Agreement is to be printed on a natural-colored parchment paper (you'll have to purchase this at an office supply store or copy center). It should be printed out on a colored printer.
- 4** copies of the **Vicarage Application** (original plus 3 copies). This should be printed out on regular white paper using a colored printer.



## CMC Specific Instructions for completing the Vicarage Application Form

The Vicarage Application Form was created for congregations to request traditional vicars. Although the situation is different for a CMC Vicar, you are required to use the same form. Here are some CMC specific instructions:

1. **IMPORTANT:** Add a cover letter to the Vicarage Application in which you clearly include the name of the CMC student and clearly note that he will be attending the Cross-cultural Ministry Center at Concordia University Irvine.
2. All information requested on the Vicarage Application Form is to be filled out in detail. If a certain section does not apply to you & your congregation, do not leave it blank. Please note N/A on that line.
3. In the vicarage application, the requirements 4a, 4b, 4c, 4d, 4e, 4f, and 4g are optional for CMC vicars, since some may be bi-vocational. If these parts do not apply, please put "NA." Congregations are highly encouraged to support their students to the best of their ability, but due to the wide variety of situations in which CMC vicars serve, the CMC does not require a certain level of support.
4. Only the Vicarage Fee (4h) is required on the vicarage application, and CMC congregations should mark that it will be paid by the congregation. The CMC pays the Vicarage Fee for all CMC students, so congregations will not be charged.
5. CMC Vicarages normally last four (4) years and begin at the same time the student begins his course work.
6. In the box in the top left-hand corner of the Vicarage Application Summary (Placement – Vicars), enter the name of the CMC student being requested on the line provided.
7. The Vicarage Agreement must have original signatures; faxed, copied or PDF documents are not processed by the Synod.
8. The original completed Vicarage Application and Vicarage Agreement forms are to be submitted to **the office of your District President** (not the CMC). However, please retain a copy for your files and also send a copy (**not** the original) of your Vicarage application to the CMC. This lets us know that the application has been submitted.