



Thank you for requesting a candidate through the Assignment Committee of the Wisconsin Ev. Lutheran Synod. Your request for a graduate from our WELS seminary or college of ministry speaks to your confidence in the excellence of our ministerial training system.

The candidates who have come through Wisconsin Lutheran Seminary and Martin Luther College are presenting themselves for service in the church. They are well-trained in different disciplines, have earned various degrees, and are gifted by the Lord of the Church with talents and abilities that will serve well in different ministry settings. They offer themselves in service to the Lord Jesus and his Church, saying, "Here am I. Send me!"

Not every candidate is a fit for every call, and not every call is a fit for a given candidate. The Assignment Committee works together harmoniously, seeking to match the unique gifts of each candidate with the needs of the calling bodies requesting candidates. The Assignment Committee takes this responsibility very seriously and implores the aid and guidance of the Holy Spirit in carrying out this task. Calls may be left unfilled because suitable candidates are unavailable to fill them. Candidates may remain unassigned because there are not calls that fit their unique gifts and abilities. This may occur regardless of the number of candidates and calls available.

In today's calling environment, the number of call requests surpasses the number of candidates available to fill them. This inevitably means that some requests will go unfilled. Calling bodies requesting candidates should be aware of the strong possibility that their request might not result in a candidate being assigned. Calling bodies should be prepared with contingency plans in place to cover ministry needs, in the event that they do not receive a graduate.

Moving costs

Moving costs should be included in the congregation's planning. Under the provisions of the tax bill passed by Congress in 2017, moving expenses are typically no longer tax deductible. This means that any payment from the congregation either to or on behalf of an employee to cover moving expenses is counted as taxable income. In order to help called workers absorb this tax hit, synod compensation now calls for a one-time addendum to the called worker's compensation. The add-on amount is a percentage of the moving cost and is calculated at 27.3% for ministers of the gospel. The amount is paid to the called worker as compensation in the year the tax liability is incurred.

Pastor/Teacher mentoring

We are strongly committed to the success of our graduates, so a new graduate from Wisconsin Lutheran Seminary or Martin Luther College will be assigned a mentor. Congregations that are assigned a **pastor** will be asked to contribute **\$1500 annually for three years** to enable their pastor to participate in the Pastor Partners Mentoring Program. Wisconsin Lutheran Seminary invoices congregations for the cost of this mentoring program. The cost for the **teacher** mentor program is charged to the congregation at the rate of **\$1,500 per year for two years**. The Commission on Lutheran Schools invoices congregations for principal and early childhood director mentoring. Martin Luther College invoices congregations for all other new teachers through the New Teacher Induction Program.

Assembling your call packet

Please compile a call packet that will be presented to the candidate following the call service. Use the following checklist for items to be included in the call packet:

- ❑ (Required) Completed call form. A number of call forms are available for [download](#) .
- ❑ (Required) Cover letter to the candidate, including details about your congregation, your community, special opportunities, etc. Make sure the letter includes contact information for key individuals in the congregation. Sample letters are available on the synod website [here](#).
- ❑ (Optional) Additional information of interest about your community, materials from the Chamber ofCommerce, etc.

Please send your call packet to your district president via the method below so that it arrives **by May 9, 2025 for teachers/staff ministers and pastors**

Arizona-California District

Electronic packets ***preferred*** at:

azcadp@wels.net

Mail teacher packets to:

Martin Luther College
ATTN: Rev. Joel Heckendorf
1995 Luther Ct
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary
ATTN: Rev. Joel Heckendorf
11831 N Seminary Dr 65W
Mequon WI 53092

Dakota-Montana District

Mail teacher packets to:

Martin Luther College
ATTN: Rev. Douglas Free
1995 Luther Ct
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary
ATTN: Rev. Douglas Free
11831 N Seminary Dr 65W
Mequon WI 53092

Michigan District

Electronic packets accepted at:

midp@wels.net **OR**

Mail pastor and teacher packets to:

Rev. Snowden Sims
2167 Big Run Rd E
Grove City, OH 43123

Minnesota District

Electronic packets accepted at:

mndp@wels.net **OR**

Mail pastor and teacher packets to:

Rev. Dennis Klatt
4332 Gettysburg Ave N
New Hope, MN 55428

Nebraska District

Mail teacher packets to:

Martin Luther College
ATTN: Rev. Philip Hirsch
1995 Luther Ct
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary
ATTN: Rev. Philip Hirsch
11831 N Seminary Dr 65W
Mequon WI 53092

North Atlantic District

Electronic packets *preferred* at:

nadp@wels.net **OR**

Mail teacher packets to:

Martin Luther College
ATTN: Rev. Michael Seifert
1995 Luther Ct
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary
ATTN: Rev. Michael Seifert
11831 N Seminary Dr 65W
Mequon WI 53092

Northern Wisconsin District

Electronic packets *preferred* at:

nwdp@wels.net **OR**

Mail teacher and pastor packets to:

Mount Olive Lutheran Church
ATTN: Rev Joel Zank
930 E Florida Ave
Appleton, WI 54911

Pacific Northwest District

Electronic packets *preferred* at:

pnwdp@wels.net OR

Mail teacher packets to:

Martin Luther College
ATTN: Rev. Daniel Lange
1995 Luther Ct
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary
ATTN: Rev. Daniel Lange
11831 N Seminary Dr 65W
Mequon WI 53092

South Atlantic District

Mail teacher packets to:

Martin Luther College
ATTN: Rev. Charles Westra
1995 Luther Ct
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary
ATTN: Rev. Charles Westra
11831 N Seminary Dr 65W
Mequon WI 53092

South Central District

Mail teacher packets to:

Martin Luther College
ATTN: Rev. Don Patterson
1995 Luther Ct
New Ulm, MN 56073

Mail pastor packets to:

Wisconsin Lutheran Seminary
ATTN: Rev. Don Patterson
11831 N Seminary Dr 65W
Mequon WI 53092

Southeastern Wisconsin District

Electronic packets *preferred* at:

sewdp@wels.net OR

Mail teacher and pastor packets to:

St. Marcus Lutheran Church
ATTN: Rev. Daniel Leyrer
2215 N. Palmer St
Milwaukee, WI 53212

Western Wisconsin

Electronic packets ***preferred*** at:

wwdoffice@wels.net OR

Mail teacher and pastor packets to:

St. Mark Lutheran Church
ATTN: Rev. Michael Jensen
615 Jones St
Watertown, WI 53094

Assignment schedule

This year's assignment schedule is as follows:

- **Tuesday, April 29, 2025 – Deadline for submitting teacher/staff minister/pastor assignment requests.** Changes to the deadline may only be accommodated through consultation with your district president.
- **Friday, May 9, 2025 – Deadline for physical teacher/staff minister/pastor call** packets to reach your district president. (See corresponding mailing address above.)
- **Thursday May 15, 2025** – The Assignment Committee meets to assign teacher and staff minister candidates

Please have your primary point of contact remain close to his cell phone on this day in case your district president needs additional information regarding your request.

If your assignment request cannot be filled, your district president will contact you no later than Friday evening to inform you that you will not be receiving a candidate.

- **Saturday, May 17, 2025**
 - **10:00 a.m. CDT** – The Martin Luther College graduation service will be held in the gymnasium. Visit the website www.mlc-wels.edu for more information and to watch the livestream.
 - **2:30 p.m. CDT** – The Martin Luther College call service will be held in the gymnasium and livestreamed.
- **Tuesday/Wednesday, May 20-21, 2025** – The Assignment Committee meets at Wisconsin Lutheran Seminary to assign pastor candidates.
- **Wednesday, May 21, 2025 at 7:00 p.m. CDT** – The Wisconsin Lutheran Seminary vicar call service will be held in the gymnasium. Visit the website www.wls.wels.net for more information and to watch the livestream.
- **Thursday, May 22, 2025, at 10:00 a.m. CDT** – The Wisconsin Lutheran Seminary graduate call service will be held in the gymnasium. Visit the website www.wls.wels.net for more information and to watch the livestream.
- **Friday, May 23, 2025, at 10:00 a.m. CDT** – The Wisconsin Lutheran Seminary graduation service will be held in the gymnasium and livestreamed.

Following the call services, candidates assigned into ministry will meet with the president of the district into which they are assigned to receive call packets and have a brief orientation to prepare them to transition into their ministry.