



# **COLLOQUY FOR COMMISSIONED MINISTRY**

**IN THE LUTHERAN CHURCH—MISSOURI SYNOD**

**POLICY MANUAL**

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# 1 HANDBOOK OF THE LCMS (SELECT PORTIONS)

## **Constitution**

### **Article VI. 6 — Conditions of Membership**

Ordained and commissioned ministers or candidates for these offices not coming from recognized orthodox church bodies must submit to a colloquium before being received.

## **Bylaws**

3.10.3 Commissioned ministry colloquy programs prepare men and women who are currently serving in ministry roles for membership in the Synod.

(a) Colloquy programs ensure that those who seek to join the Synod have been educated in theology, have become oriented to service to the Synod, and have demonstrated the spiritual and professional attributes that the Synod expects of its members.

(b) Qualified applicants are those who are competent workers in the field for which they seek colloquy.

(c) Every applicant declared qualified shall be assigned his/her first call by the Council of Presidents acting as the Board of Assignments.

3.10.3.1 The Colloquy Committee for Commissioned Ministry [hereafter CCCM] shall consist of the First Vice-President of the Synod as chairman, a representative of Concordia University System, and two presidents of affirmed colleges or universities of the Synod that operate a program or programs that are affirmed by the Synod to qualify graduates for commissioned ministry appointed by the President of the Synod, and three faculty members of the same, who are involved in colloquy appointed by the president of Concordia University System.

3.10.3.2 The committee shall direct the Synod's activity in matters of colloquies for commissioned ministers.

(a) The committee shall maintain policies specifying, for each category of commissioned ministry, the prerequisites for colloquy application, required courses of study, and internship expectations.

(b) The committee shall also establish and monitor academic and theological standards for each of the colloquy programs. The committee shall consult the Concordia University System and its Advisory Council when establishing or reviewing the standards.

(c) The committee shall render a report on the commissioned ministry colloquy activities to each convention of the Synod.

3.10.3.3 The committee shall additionally facilitate the examination, remediation, and qualification for first call of suitable candidates from disaffirmed or discontinued programs applying under Bylaw 2.8.4.1.

### **2.7 — Eligibility for Individual Membership**

2.7.2 Candidates who have satisfactorily completed an approved colloquy program of the Synod for the ordained or commissioned ministry must be declared qualified for a first call and be recommended by the appropriate colloquy committee (see Bylaws 3.10.2ff. and 3.10.3ff.)

before the effective date of the first call to service in the church as assigned by the Board of Assignments as provided in Bylaw section 2.9.

## **2.8 — Qualification for First Call**

2.8.1 Candidates shall be declared qualified for first calls.

(a) They are those who before the effective date of the first calls will have satisfactorily completed the prescribed courses of studies and will have received diplomas from their respective seminaries of the Synod or in Synod-affirmed programs of colleges or universities of the Synod or have fulfilled the requisites of a colloquy or other approved education program of the Synod (Bylaws 2.7.2 and 2.7.3).

(b) In addition, they must have indicated complete dedication to the ministry and evidenced a readiness for service in the church.

(c) Finally, to be declared qualified and recommended by the faculties or colloquy committees for their specific types of service in the church, the appropriate faculty or colloquy committee must be satisfied that the individual will meet all personal, professional, and the theological requirements of those who hold the office of ministry to which the individual aspires.

2.8.2 It shall be the responsibility of the Synod's colloquy committees or, subject to the policies of the Colloquy Committee for Commissioned Ministry and within programs for which their respective institutions are currently affirmed by the Synod, the faculties of Synod colleges and universities to declare colloquy candidates qualified for first calls.

2.8.3 For purposes of declaring candidates qualified for placement and recommending them for membership in the Synod, the Synod considers a "faculty" to be defined as follows:

(b) Colleges and universities: all full-time faculty members who are in good standing as individual members of the Synod or are members in good standing of a member congregation of The Lutheran Church—Missouri Synod.

2.8.4 The faculty of a Synod college or university may declare qualified and recommend candidates for first calls only while affirmed by the Concordia University System, and only with regard to programs leading to candidacy for commissioned ministry (Bylaw 2.6.1.1) for which the college or university is specifically and currently affirmed by Concordia University System.

2.8.4.1 A graduate of such a program that was affirmed by Concordia University System at the time of matriculation but no longer affirmed or no longer in existence at the time of qualification for a first call may apply to the Colloquy Committee for Commissioned Ministry for examination, any necessary remediation, and certification. The institution offering such a program shall share records with the Colloquy Committee as necessary to assess the candidate's preparation and fitness for commissioned ministry.

## **2.9 — Assignment of First Calls**

2.9.1 The Council of Presidents, acting as the Board of Assignments, shall regularly assign to qualified graduates of Synod seminaries and Synod-affirmed programs of Synod colleges and universities, and to workers available from colloquy programs as "first calls" those calls that have been duly extended to fill active member positions as identified in Bylaw 2.11.1 for ordained and commissioned ministers if positions for which candidates are qualified are available.

- (a) The placement officers of the respective institutions shall be consulted before assignments are made.
- (b) The president of the district in which a candidate is to be placed shall be consulted, and his concurrence shall be an essential part of the final recommendation to the Board of Assignments.

## 2 EXPECTATIONS FOR THE SYNOD'S COLLEGES AND UNIVERSITIES

- 2.1 The colloquy director of each CUS institution, as well as the primary CUEnet administrator,<sup>1</sup> shall be responsible for adhering to the policies and procedures contained in this manual and being the point of contact between the chair of the CCCM<sup>2</sup> and the various colloquy program directors of his/her institution.
- 2.2 Each CUS institution shall be responsible for establishing the prescribed program of study,<sup>3</sup> in keeping with Bylaw 3.10.3.2 [a],<sup>4</sup> for each person admitted to an approved colloquy program of the Synod.<sup>5</sup> In addition to coursework that is unique to the colloquy program for each category of commissioned ministry,<sup>6</sup> the prescribed programs of study for *all* colloquy candidates must meet the CCCM's prescribed standards for colloquy.<sup>7</sup>
- 2.3 Each CUS institution shall have a faculty colloquy examining committee. The institution's president shall appoint the committee which shall include the university's director of colloquy and/or the director of the commissioned ministry program for which the candidate is being examined.
- 2.4 The placement officer of each CUS institution shall offer placement assistance to each colloquy candidate who has been certified by that school's faculty.
- 2.5 Concordia University Education Network (CUEnet), as a joint venture of the institutions of the Concordia University System, shall be responsible for maintaining:
  - 2.5.1 the CUEnet program of study that is required of *all* colloquy candidates, including the ministry of the Lutheran teacher, as prescribed by the CCCM.
  - 2.5.2 the technological delivery system as determined by the institutions of the Concordia University System.<sup>8</sup>

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<sup>1</sup> Hereafter "CUEnet administrator."

<sup>2</sup> The chair of the CCCM is the First Vice-President of the LCMS per Bylaw 3.10.3.1. Contact information for the Office of First Vice-President (OFVP) can be found on the last page of this policy manual.

<sup>3</sup> The phrase "program of study" aligns with Bylaw 3.6.6.4 (c) and is intended here in the same sense as the phrase "courses of studies" in Bylaw 2.8.1 (a).

<sup>4</sup> "The CCCM shall maintain policies specifying, for each category of commissioned ministry, the ... required courses of study..."

<sup>5</sup> Bylaw 2.7.2 makes clear that a person must complete "an *approved* colloquy program of the Synod" in order to be declared qualified for a first call.

<sup>6</sup> There is a colloquy program for each of the seven categories of commissioned ministry listed in Bylaw 2.6.1.1 (teacher, DCE, DCO, DFLM, DPM, deaconess, parish assistant, and DCM).

<sup>7</sup> Bylaws 2.8.1. (a) and 3.10.3.2 (b). The CCCM's colloquy standards will be forthcoming in an addendum to this CCCM manual.

<sup>8</sup> It is important to note that the CCCM does not direct or oversee CUEnet. As a joint venture of the CUS institutions, CUEnet is directed and overseen by the presidents of the CUS institutions. Therefore, this policy manual deals primarily with qualification for colloquy, prerequisites for application, and various processes and procedures for colloquy. The delivery system of coursework, the program of study for the courses referenced in 2.5.1, and other matters related to CUEnet are under the direction and oversight of the CUS presidents.

### 3 EXPECTATIONS FOR CALLING ENTITIES

- 3.1 Entities seeking to call commissioned ministers shall work with their district president and/or district education executive, as appropriate, to obtain the appropriate call documents and follow the call process prescribed in the Bylaws of the Synod (Bylaw 2.5.1). District presidents, education executives, the placement officers of the CUS institutions, as well as the 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.
- 3.2 The Bylaws of the Synod also require that “congregations that are members of the Synod and their association schools 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 Assignment; or (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” (Bylaw 2.5.3).
- 3.3 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 Bylaws 2.10.1–2.10.4).

### 4 APPLICATION, ENDORSEMENT, PUBLICATION, CERTIFICATION, AND PLACEMENT

#### 4.1 APPLICATION

- 4.1.1 Anyone interested in pursuing colloquy, or assisting a colloquy applicant, should begin by reviewing the Synod’s colloquy webpage at [lcms.org/colloquy-ministers-of-religion-commissioned](https://lcms.org/colloquy-ministers-of-religion-commissioned). As explained there in greater detail, an individual seeking membership in the Synod through a colloquy program for commissioned ministry shall start by submitting the colloquy application to the colloquy director of one of the CUS institutions offering the desired colloquy program. For *teacher* colloquy, if the desire is to take the required coursework through CUEnet, an applicant may instead submit the colloquy application to the CUEnet administrator.
- 4.1.2 The colloquy director or CUEnet administrator referenced in 4.1.1 shall be responsible for explaining the policies and procedures set forth in this manual and guiding the applicant especially through the processes set forth in Section 4.
- 4.1.3 Determination of the applicant’s eligibility to begin a program of study leading to colloquy shall rest with each institution, and/or with CUEnet, but must be in keeping with the CCCM’s published policies.

- 4.1.4 If the colloquy director or CUEnet administrator, or the applicant, discerns the need to request an exception to the prerequisites for colloquy application,<sup>9</sup> the colloquy director or CUEnet administrator may request the same, on behalf of the applicant, from the chair of the CCCM. Exceptions shall be determined solely by the CCCM on an individual basis.
- 4.1.5 Before determination is made of the applicant's eligibility to begin a program of study leading to colloquy, the colloquy director or CUEnet administrator shall assist the applicant in gathering official transcripts for all post-secondary work and at least two letters of recommendation as specified in the colloquy application instructions. These documents, along with the colloquy application itself, shall comprise the application packet.
- 4.1.6 After the colloquy director or CUEnet administrator has reviewed and accepted the application packet,<sup>10</sup> and a program of study has been prescribed according to policy 2.2, the applicant may begin taking his/her first course leading to colloquy.
- 4.1.7 Once 4.1.6 has been completed, *but no later than the conclusion of the first course leading to colloquy*, the colloquy director or CUEnet administrator shall forward a copy of the application packet (4.1.5),<sup>11</sup> along with an appropriate memo or cover letter *and* the prescribed program of study, to each of the following:
- the chairman of the CCCM
  - the district office from which the applicant will be requesting endorsement
  - the certifying school selected by the applicant
- 4.1.8 Though a colloquy applicant may begin taking coursework prior to completing endorsement and publication (explained below in 4.2), the request for publication and district endorsement must be completed according to the timeframe set forth below. An applicant is not considered to be admitted to the colloquy program until Section 4.2 is successfully completed.

## 4.2 ENDORSEMENT AND PUBLICATION

- 4.2.1.1 On behalf of each colloquy applicant and using the District Endorsement Form (see page 8 of the colloquy application), the colloquy director or CUEnet administrator shall request endorsement by the district president of the school, congregation, or agency where the candidate will be placed upon successful completion of colloquy.<sup>12</sup> If it is not known where the candidate will be initially placed, endorsement may be requested from the district president of the congregation in which the applicant holds communicant membership. This request should ideally be made prior to the start of coursework leading to colloquy but must, in any case, be made prior to the conclusion of the first course.

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<sup>9</sup> Bylaw 3.10.3.2 (a)

<sup>10</sup> This provisional acceptance is only to begin coursework. It is not yet acceptance into the colloquy program. See 4.1.8 and 4.2.

<sup>11</sup> Care should be taken to make sure that any Social Security numbers are redacted.

<sup>12</sup> In districts where there is an education executive, he/she may also sign the endorsement form *in addition to* the district president.

- 4.2.1.2 The LCMS district through which endorsement is sought will require completion of the Supplemental Information Form (SIF) and a personal background check on each applicant, with fees to be paid by the applicant.
- 4.2.1.3 In order for the application to move forward, the district president<sup>13</sup> must endorse each applicant for acceptance into a commissioned ministry colloquy program using the pre-filled District Endorsement Form that is forwarded to the district office by the colloquy director or CUEnet administrator.
- 4.2.1.4 The district office shall forward the completed endorsement form, together with the background check and Supplemental Information Form, to the LCMS Office of the First Vice-President (OFVP).<sup>14</sup>
- 4.2.1.5 Upon receipt of the application packet as referenced in 4.1.7, and district endorsement and background check as referenced in 4.2.1.4, and after being satisfied that the application is in keeping with Synod bylaws and CCCM policies, the OFVP shall cause the name of the applicant to be published in an official periodical of the Synod (i.e., *Reporter*).
  - 4.2.1.5.1 Normally publication shall be in the print edition of *Reporter*. However, at the discretion of the chair of the CCCM, publication may commence in the online edition of *Reporter*.
  - 4.2.1.5.2 Thirty days after publication, the OFVP shall notify the CCCM of any objections received.
  - 4.2.1.5.3 The CCCM, in its sole discretion, shall decide whether an objection is valid. The decision of the committee cannot be appealed.
  - 4.2.1.5.4 If no valid objection is submitted to the chair of the CCCM within a period of four weeks following publication of notice, the applicant shall be declared eligible for colloquy and admitted to the colloquy program via communication from the OFVP to the colloquy director or CUEnet administrator referenced in 4.1.4. If the candidate is declared ineligible, the OFVP will notify the same colloquy director or CUEnet administrator.

### 4.3 CERTIFICATION AND PLACEMENT<sup>15</sup>

- 4.3.1.1 A colloquy candidate seeking certification as a commissioned minister shall, at the time of his/her examination, be a communicant member in good standing of an LCMS congregation for at least the past two years.
- 4.3.1.2 After district endorsement, approval by the chair of the CCCM, initial publication in an official periodical of the Synod, and completion of a colloquy program of study, the candidate shall be examined by a faculty colloquy examining committee of a CUS institution. This examination may be conducted in person or via live video.
- 4.3.1.3 If the faculty colloquy examining committee finds the candidate satisfactorily prepared for ministry, the committee shall recommend the candidate to the

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<sup>13</sup> See footnote 12.

<sup>14</sup> Care should be taken to make sure that any Social Security numbers are redacted.

<sup>15</sup> The bylaws of the LCMS use the terms “certify” and “declare qualified” almost interchangeably. Specifically, the bylaws speak of “certify for placement,” “declare qualified ... for their specific types of service in the church,” and “declared qualified ... [for a] first call.”



LCMS faculty members for certification.<sup>16</sup> If the examining committee finds the candidate inadequately prepared, it shall prescribe an appropriate course of action.

- 4.3.1.4 When all requirements have been met, including a final examination, the LCMS faculty of the respective educational institution shall declare that the candidate is ready for placement as a commissioned minister. The certifying school shall issue a colloquy certificate, which may be obtained from the LCMS Office of First Vice-President. Placement may then commence.
- 4.3.1.5 Certification shall be reported via email, by the certifying CUS school, to the LCMS Office of First Vice-President and the appropriate district president.
- 4.3.1.6 Notice of certification shall be announced in an official periodical of the Synod (*Reporter*).

#### 4.4 A GRADUATE OF A DISAFFIRMED OR DISCONTINUED PROGRAM<sup>17</sup>

- 4.4.1 A graduate of a program leading to candidacy for commissioned ministry that was affirmed by Concordia University System at the time of matriculation but no longer affirmed or no longer in existence at the time of qualification for a first call may apply to the Colloquy Committee for Commissioned Ministry (CCCM) for examination, any necessary remediation, and certification according to the process described below.
  - 4.4.1.1 The graduate shall contact the LCMS Office of First Vice-President (OFVP) at 314-996-1408 for an initial consultation and to request an application for this 4.4 process.
  - 4.4.1.2 After receiving the completed application and initial documentation, the OFVP shall forward these materials to a CUS institution of the graduate's choice (in keeping with Bylaw 2.8.4) for examination, any necessary remediation, and certification.<sup>18</sup>
    - Documentation gathered by the OFVP shall include: the application, all undergraduate transcripts including that from the disaffirmed or discontinued program, Fitness for Ministry questions, a letter of recommendation from the pastor of the LCMS congregation where the applicant is a communicant member, and a signed waiver for the CCCM to gather documentation.
    - Additional documentation gathered by the examining CUS institution shall include: a background check and student teaching/internship records.
  - 4.4.1.3 The CUS institution selected by the applicant shall have the prerogative of whether or not to facilitate this bylaw process for each given applicant.

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<sup>16</sup> Bylaw 2.8.2 (b) and 2.8.3 (b)

<sup>17</sup> See Bylaws 2.8.4.1 and 3.10.3.3. Note: The process set forth in Section 4.4 isn't colloquy in the full sense of the term.

<sup>18</sup> Care should be taken to make sure that any Social Security numbers are redacted.

- 4.4.1.4 If no CUS institution any longer offers an affirmed program corresponding to the disaffirmed or discontinued program from which the applicant graduated, the graduate may request guidance from the CCCM. (See Bylaw 2.6.11 and page 25 of this policy manual.)
- 4.4.2 In keeping with Bylaw 2.7.4, this process shall apply to such a graduate whether or not the graduate was previously declared qualified by the faculty of the CUS institution which offered the program that is now disaffirmed or discontinued.
- 4.4.3 A current student who intends to graduate from a program that was affirmed by Concordia University System at the time of matriculation but is no longer affirmed at the time of qualification for a first call may begin the application process described below during the student's final term prior graduation. In that case, the student may request that an unofficial transcript be sent to the OFVP.
- 4.4.3.1 However, the examination, any necessary remediation, and certification referenced in Bylaws 2.8.4.1 and 3.10.3.3 shall not take place until the student has graduated.
- 4.4.3.2 After graduation, but before the examination, the graduate's official transcript(s) shall be provided to the OFVP, which will then forward the transcript(s) to the CUS institution that will examine the applicant.
- 4.4.4 Subject to 4.4.1.3 above, the CUS institution chosen by the graduate shall examine the applicant, facilitate any necessary remediation, then certify the applicant if appropriate.
- 4.4.4.1 An in-person interview is preferable, but videoconferencing is also allowed for the examination.
- 4.4.5 The placement officer of the CUS institution that certifies the candidate shall facilitate initial placement, according to the Synod's normal procedures, after the candidate has been certified.

## 5 TEACHER COLLOQUY

### 5.1 PREREQUISITE REQUIREMENTS

- 5.1.1 Before submitting an application to the teacher colloquy program, each applicant shall:
  - 5.1.1.1 Be currently serving in a ministry role (Bylaw 3.10.3)
  - 5.1.1.2 Have been a communicant member in good standing of a congregation of the LCMS for at least the past (one) year.
  - 5.1.1.3 Possess a bachelor's degree from an accredited institution.
  - 5.1.1.4 Have demonstrated, through the processes described in 4.1 and 4.2, the spiritual and professional attributes that the Synod expects of its members (Bylaw 3.10.3 [a]).
  - 5.1.1.5 Have given evidence of being a competent worker in the field of education (Bylaw 3.10.3 [b]) in one of the following ways:
    - 5.1.1.5.1 past completion of an education program from an

accredited institution OR three years of experience in the field of education—in either case together with successful completion of the processes described in policies 4.1 and 4.2, AND

- EITHER successful completion of student teaching in a Lutheran school under the supervision of a CUS institution offering a bachelor’s degree in teacher education,
  - OR one year of successful teaching (part time or full time at any time in the past) in an LCMS school
- 5.1.1.5.2 serving as a full-time faculty (or a part-time faculty for at least three years) at one of the CUS institutions and possessing the requisite professional credentials (graduate degree) for teaching at a college level.
- 5.1.1.5.3 If none of the preceding paragraphs apply, the applicant may request a judgment from the CCCM on the “competent worker” requirement by supplying the committee with a rationale together with supporting documentation.

## 5.2 CURRICULAR REQUIREMENTS

- 5.2.1 The prescribed 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 courses shall be taken in a traditional classroom setting from a CUS institution or via CUEnet.

# 6 DIRECTOR OF CHRISTIAN EDUCATION COLLOQUY

## 6.1 PREREQUISITE REQUIREMENTS

- 6.1.1 Before submitting an application to the director of Christian education colloquy program, each applicant shall:
- 6.1.1.1 Be currently serving in a ministry role (Bylaw 3.10.3).
  - 6.1.1.2 Have been a communicant member in good standing of a congregation of the Synod for at least the past (one) year.
  - 6.1.1.3 Possess a bachelor’s degree from an accredited institution.
  - 6.1.1.4 Have demonstrated, through the processes described in policies 4.1 and 4.2, the spiritual and professional attributes that the Synod expects of its members (Bylaw 3.10.3 [a]).
  - 6.1.1.5 Have given evidence of being a competent worker in the field of DCE ministry (Bylaw 3.10.3 [b]) in one of the following ways:
    - 6.1.1.5.1 past completion of a program in DCE ministry from an accredited institution together with successful completion of the processes described in policies 4.1 and 4.2, OR
    - 6.1.1.5.2 three years of experience in the field of DCE ministry together with successful completion of the processes described in policies 4.1 and 4.2.

- 6.1.1.5.3 If neither of the preceding paragraphs apply, the applicant may request a judgment from the CCCM on the “competent worker” requirement by supplying the committee with a rationale together with supporting documentation.
- 6.1.1.6 Have served as a director of Christian education for at least one year in a recognized ministry of the LCMS.

## 6.2 CURRICULAR REQUIREMENTS

- 6.2.1 The prescribed 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 coursework necessary for the ministry of the director of Christian education as determined by a program director of one of the DCE-certifying CUS institutions.
- 6.2.2 These courses shall be taken in a traditional classroom setting from a Synod college or university or via CUEnet with faculty of a Synod college or university as instructors.
- 6.2.3 The candidate shall complete an internship of at least one academic semester under the supervision of a CUS institution that offers 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 candidate’s local supervisor).

## 7 DIRECTOR OF CHRISTIAN OUTREACH (DCO) COLLOQUY

### 7.1 PREREQUISITE REQUIREMENTS

- 7.1.1 Before submitting an application to the director of Christian outreach colloquy program, each applicant shall:
  - 7.1.1.1 Be currently serving in a ministry role (Bylaw 3.10.3).
  - 7.1.1.2 Have been a communicant member in good standing of a congregation of the Synod for at least the past (one) year.
  - 7.1.1.3 Possess a bachelor’s degree from an accredited institution.
  - 7.1.1.4 Have demonstrated, through the processes described in policies 4.1 and 4.2, the spiritual and professional attributes that the Synod expects of its members (Bylaw 3.10.3 [a]).
  - 7.1.1.5 Have given evidence of being a competent worker in the field of DCO ministry (Bylaw 3.10.3 [b]) in one of the following ways:
    - 7.1.1.5.1 past completion of a program in DCO ministry from an accredited institution together with successful completion of the processes described in policies 4.1 and 4.2, OR
    - 7.1.1.5.2 three years of experience in the field of DCO ministry together with successful completion of the processes described in policies 4.1 and 4.2.
    - 7.1.1.5.3 If neither of the preceding paragraphs apply, the applicant may request a judgment from the CCCM on the “competent worker” requirement by supplying the committee with a rationale together with supporting documentation.

- 7.1.1.6 Have served as a director of Christian outreach for at least one year in a recognized ministry of the LCMS.

## 7.2 CURRICULAR REQUIREMENTS

- 7.2.1 The prescribed 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 coursework necessary for the ministry of the director of Christian outreach as determined by the program director at a DCO-certifying CUS institution.
- 7.2.2 The courses shall be taken in a traditional classroom setting from a Synod college or university or via CUEnet with faculty of a Synod college or university as instructors.
- 7.2.3 The candidate shall complete an internship of at least one academic semester under the supervision of a CUS institution 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

## 8.1 PREREQUISITE REQUIREMENTS

- 8.1.1 Before submitting an application to the deaconess colloquy program, each applicant shall:
  - 8.1.1.1 Be currently serving in a ministry role (Bylaw 3.10.3).
  - 8.1.1.2 Have been a communicant member in good standing of a congregation of the Synod for at least the past (one) year.
  - 8.1.1.3 Possess a bachelor's degree from an accredited institution.
  - 8.1.1.4 Have demonstrated, through the processes described in policies 4.1 and 4.2, the spiritual and professional attributes that the Synod expects of its members (Bylaw 3.10.3 [a]).
  - 8.1.1.5 Have given evidence of being a competent worker in the field of deaconess ministry (Bylaw 3.10.3 [b]) in one of the following ways:
    - 8.1.1.5.1 past completion of a program in deaconess ministry from an accredited institution together with successful completion of the processes described in policies 4.1 and 4.2,  
OR
    - 8.1.1.5.2 three years of experience in the field of deaconess ministry together with successful completion of the processes described in policies 4.1 and 4.2.
    - 8.1.1.5.3 If neither of the preceding paragraphs apply, the applicant may request a judgment from the CCCM on the "competent worker" requirement by supplying the committee with a rationale together with supporting documentation.
  - 8.1.1.6 Have served as a deaconess at least one year in a recognized ministry of the LCMS.

- 8.1.2 An applicant who does not meet these requirements is to be directed to a Synod institution that offers a deaconess program for enrollment in an undergraduate or alternate-route program.

## 8.2 CURRICULAR REQUIREMENTS

- 8.2.1 The prescribed courses of study shall include biblical interpretation (Old and New Testament), church history, the Lutheran Confessions, Lutheran doctrine, the beliefs of other religious bodies, and the coursework necessary for the ministry of the deaconess as determined by the program director of the undergraduate deaconess-certifying CUS institution.
- 8.2.2 These courses shall be taken in a traditional classroom setting from a Synod college or university or via CUEnet with faculty of a Synod college or university as instructors.
- 8.2.3 The candidate shall complete an internship of at least one academic semester under the supervision of a CUS institution 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 deaconess program director after recommendation by the candidate's local supervisor).

# 9 DIRECTOR OF CHURCH MINISTRIES (DCM) COLLOQUY

## 9.1 PREREQUISITE REQUIREMENTS

- 9.1.1 Before submitting an application to the director of church ministries colloquy program, each applicant shall:
  - 9.1.1.1 Be currently serving in a ministry role (Bylaw 3.10.3).
  - 9.1.1.2 Have been a communicant member in good standing of a congregation of the Synod for at least the past (one) year.
  - 9.1.1.3 Possess a bachelor's degree from an accredited institution.
  - 9.1.1.4 Have demonstrated, through the processes described in policies 4.1 and 4.2, the spiritual and professional attributes that the Synod expects of its members (Bylaw 3.10.3 [a]).
  - 9.1.1.5 Have given evidence of being a competent worker in the field of DCM ministry (Bylaw 3.10.3 [b]) in one of the following ways:
    - 9.1.1.5.1 past completion of a program in DCM ministry from an accredited institution together with successful completion of the processes described in policies 4.1 and 4.2, OR
    - 9.1.1.5.2 three years of experience in the field of DCM ministry together with successful completion of the processes described in policies 4.1 and 4.2.
    - 9.1.1.5.3 If neither of the preceding paragraphs apply, the applicant may request a judgment from the CCCM on the "competent worker" requirement by supplying the committee with a rationale together with supporting documentation.

- 9.1.1.6 Have served as a director of church ministries for at least one year in a recognized ministry of the LCMS.

## 9.2 CURRICULAR REQUIREMENTS

- 9.2.1 The prescribed 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 coursework necessary for a director of church ministries as determined by the program director of a CUS institution that certifies directors of church ministries.
- 9.2.2 The courses shall be taken in a traditional classroom setting from a Synod college or university or via CUEnet with faculty of a Synod college or university as instructors.
- 9.2.3 The candidate shall complete an internship of at least one academic semester under the supervision of a CUS institution offering a bachelor's degree leading to director of church ministries certification or one year of successful director of church ministries in an LCMS congregation (as determined by the campus program director after recommendation by the candidate's local supervisor).

# 10 DIRECTOR OF PARISH MUSIC (DPM) COLLOQUY

## 10.1 PREREQUISITE REQUIREMENTS

- 10.1.1 Before submitting an application to the director of parish music colloquy program, each applicant shall:
  - 10.1.1.1 Be currently serving in a ministry role (Bylaw 3.10.3).
  - 10.1.1.2 Have been a communicant member in good standing of a congregation of the Synod for at least the past (one) year.
  - 10.1.1.3 Possess a bachelor's degree from an accredited institution.
  - 10.1.1.4 Have demonstrated, through the processes described in policies 4.1 and 4.2, the spiritual and professional attributes that the Synod expects of its members (Bylaw 3.10.3 [a]).
  - 10.1.1.5 Have given evidence of being a competent worker in the field of DPM ministry (Bylaw 3.10.3 [b]) in one of the following ways:
    - 10.1.1.5.1 past completion of a program in DPM ministry from an accredited institution together with successful completion of the processes described in policies 4.1 and 4.2, OR
    - 10.1.1.5.2 three years of experience in the field of DPM ministry together with successful completion of the processes described in policies 4.1 and 4.2.
    - 10.1.1.5.3 If neither of the preceding paragraphs apply, the applicant may request a judgment from the CCCM on the "competent worker" requirement by supplying the committee with a rationale together with supporting documentation.
  - 10.1.1.6 Have served as a director of parish music for at least one year in a recognized ministry of the LCMS.

## 10.2 CURRICULAR REQUIREMENTS

- 10.2.1 The prescribed 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 coursework necessary for the ministry of the director of parish music as determined by the program director at one of the CUS institutions certifying directors of parish music.
- 10.2.2 The courses shall be taken in a traditional classroom setting from a Synod college or university or via CUEnet with faculty of a Synod college or university as instructors.
- 10.2.3 The candidate shall complete an internship of at least one academic semester under the supervision of a CUS institution 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 candidate's local supervisor).

## 11 DIRECTOR OF FAMILY LIFE MINISTRY (DFLM) COLLOQUY

### 11.1 PREREQUISITE REQUIREMENTS

- 11.1.1 Before submitting an application to the director of family life ministry colloquy program, each applicant shall:
  - 11.1.1.1 Be currently serving in a ministry role (Bylaw 3.10.3).
  - 11.1.1.2 Have been a communicant member in good standing of a congregation of the Synod for at least the past (one) year.
  - 11.1.1.3 Possess a bachelor's degree from an accredited institution.
  - 11.1.1.4 Have demonstrated, through the processes described in policies 4.1 and 4.2, the spiritual and professional attributes that the Synod expects of its members (Bylaw 3.10.3 [a]).
  - 11.1.1.5 Have given evidence of being a competent worker in the field of DFLM ministry (Bylaw 3.10.3 [b]) in one of the following ways:
    - 11.1.1.5.1 past completion of a program in DFLM ministry from an accredited institution together with successful completion of the processes described in policies 4.1 and 4.2, OR
    - 11.1.1.5.2 three years of experience in the field of DFLM ministry together with successful completion of the processes described in policies 4.1 and 4.2.
    - 11.1.1.5.3 If neither of the preceding paragraphs apply, the applicant may request a judgment from the CCCM on the "competent worker" requirement by supplying the committee with a rationale together with supporting documentation.
  - 11.1.1.6 Have served as a director of family life ministry for at least one year in a recognized ministry of the LCMS.

### 11.2 CURRICULAR REQUIREMENTS

- 11.2.1 The prescribed 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 coursework necessary for a director of family life ministry as determined by a program director at a CUS institution that certifies directors of family life ministry.

11.2.2 The courses shall be taken in a traditional classroom setting from a Synod college or university or via CUEnet with faculty of a Synod college or university as instructors.

11.2.3 The candidate shall complete an internship of at least one academic semester under the supervision of a CUS institution 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 candidate's local supervisor).

## 12 REVIEW PROCESS

12.1 The Colloquy Committee for Commissioned Ministry shall conduct a triennial review of the policies and procedures set forth in this manual, consulting, as needed, the program directors for the various commissioned ministry programs in the Concordia University System. Once reviewed by the Colloquy Committee, this policy manual shall also be reviewed by the Synod's Commission on Constitutional Matters.

# COMMISSIONED COLLOQUY PROGRAMS OFFERED BY LCMS UNIVERSITIES (CONCORDIA UNIVERSITY SYSTEM)

<b>LCMS UNIVERSITIES</b> OFFERING COMMISSIONED COLLOQUY PROGRAMS	TEACHER	DIRECTOR OF CHRISTIAN EDUCATION	DIRECTOR OF CHRISTIAN OUTREACH	DIRECTOR OF FAMILY LIFE	DIRECTOR OF CHURCH MINISTRIES	DIRECTOR OF PARISH MUSIC	DEACONESS
<b>CONCORDIA UNIVERSITY CHICAGO</b> 7400 Augusta St., River Forest, IL 60305 <a href="http://cuchicago.edu/Academics/Undergraduate-Academics/Churchwork/">cuchicago.edu/Academics/Undergraduate-Academics/Churchwork/</a>	X	X				X	X
<b>CONCORDIA UNIVERSITY IRVINE</b> 1530 Concordia, Irvine, CA 92612 <b>Phone:</b> 949-214-3114 <b>Email:</b> <a href="mailto:Jonathan.Ruehs@cui.edu">Jonathan.Ruehs@cui.edu</a>	X	X				X	
<b>CONCORDIA UNIVERSITY, NEBRASKA</b> 800 N. Columbia Ave., Seward, NE 68434 William Schranz, Colloquy Director <b>Phone:</b> 402-643-7209 <b>Email:</b> <a href="mailto:Bill.Schranz@cune.edu">Bill.Schranz@cune.edu</a>	X	X				X	
<b>CONCORDIA UNIVERSITY, ST. PAUL</b> 1282 Concordia Ave., St. Paul, MN 55104 Kristi Bauer, Placement Coordinator <b>Phone:</b> 651-641-8792 <b>Email:</b> <a href="mailto:kbauer@csp.edu">kbauer@csp.edu</a>	X	X	X			X	
<b>CONCORDIA UNIVERSITY WISCONSIN</b> 12800 N. Lakeshore Dr., Mequon, WI 53097 <a href="http://cuw.edu/Academics/Church-Workers.html">cuw.edu/Academics/Church-Workers.html</a> Aaron Moldenhauer (262-243-4383) James Juergensen (262-243-4518)	X				X	X	

**Concordia University**  
**Education Network (CUENet)**  
 61990 Janalee Place  
 Bend, OR 97702  
 800-238-3037

**LCMS Office of the First Vice-President**  
 LCMS International Center  
 1333 South Kirkwood Rd  
 St. Louis, MO 63122  
 314-996-1408