

Pre-Seminary District Interview Policy

1. Organizing the Interview

- 1.1 Every applicant to a seminary program leading to ordination is required to participate in a pre-admission interview in the district where he holds communicant membership.
- 1.2 If the applicant is married the interview shall include his wife.
- 1.3 The Council of Presidents has agreed that pre-seminary students in the Concordia University System are not expected to bear the expenses for a special trip back to the district for an interview. In situations where several students at the same CUS School need to be interviewed, creative arrangements are encouraged.
- 1.4 All interviews are to be completed during a twelve month period ending no later than two months before the time the applicant intends to begin seminary classes.
- 1.5 It is the responsibility of the applicant to submit a written request for an interview to his district president, specifying when the candidate will be available.
- 1.6 It is the responsibility of the district interview committee to arrange for an interview.

2. Conduct of the Interview

- 2.1 At the interview the applicant indicates which seminary(ies) should receive the results of the interview.
- 2.2 The interview should begin with prayer, followed by introduction of the applicant (and his wife) and the committee members.
- 2.3 The question and answer portion of the interview should last between 60 and 90 minutes. While follow-up and clarifications are appropriate, it is the responsibility of the chair to make certain the discussion remains relevant and orderly.
- 2.4 Following the questions and answers, the chair shall excuse the applicant (and his wife) from the room. Then the committee should discuss the conversation with applicant, followed by a vote as to whether they recommend or do not recommend the applicant for admission.
- 2.5 The committee shall call him (and his wife) into the room and inform him regarding its conclusions about the interview and the recommendation that the committee will be making to the seminary(ies).

3. Follow-up

- 3.1 The committee shall send the "Interview Report Form" to the appropriate seminary(ies) within 14 days after the interview, keeping a copy for its records.
- 3.2 The seminaries will not ordinarily admit any applicant until they have received a report from his district interview committee. However, if a district interview committee has failed to fulfill its responsibility in a timely manner the seminaries reserve the right to act without the interview report.
- 3.3 While the seminaries will give serious consideration to the recommendations of the district interview committees, they reserve the right to make the final decision regarding admission.

This policy is maintained by the LCMS Board for Higher Education

Revised August 1997

District Interview Committee.PM6