



INSTRUCTIONS FOR COMPLETING THE CONGREGATIONAL MINISTRY SITE PROFILE

The Ministry Site Profile (MSP) provides congregations (single and multiple point parishes) and church-related organizations (school, social ministry organizations, healthcare institutions, and agencies) a single, common form to use to describe their mission and their search for a rostered leader.

The MSP is filled out by leaders within the congregation or organization, under the guidance of the synod bishop or synodical staff. Once completed and submitted, the MSP will be stored within the ELCA's mobility database. "Ministry Opportunities" makes it possible for rostered leaders and others to search the database of MSP's to learn of ministry openings, to read a basic snapshot of information about each opening, and to learn about the appropriate contact person for each call process.

Attached is a paper copy of the **ELCA Congregational Ministry Site Profile form (MSP)**. This copy is provided for you to use as a working draft only. The final form is to be filled out online and submitted electronically to the Evangelical Lutheran Church in America (ELCA).

Creating and Completing the Ministry Site Profile

1. To locate the MSP form: go to **www.elca.org**. In the black banner along the top, click on "Call Process". On the next page, in the left hand column, click on "Ministry Sites". Then click on Ministry Site Profile in the left hand column of the next page
2. You will be required to create an account using an email address and a password that you create; and to give other identifying information in order to access the MSP form. Please save this information (e-mail address/password/other information) in a safe place. The synod office does not have access to congregational MSP login information.
3. The MSP is a web-based form. Please save your work as you proceed.
 - This form must be completed in detail. However, long answers to questions are often unnecessary. **Try to think about what is most important to communicate about your congregation.**
 - Keep in mind the synod bishop and staff will also use the form to assist them in identifying rostered persons or approved candidates with the gifts and abilities that best fit the needs of your congregation.
4. Follow the instructions as indicated in each of the five steps of the form.
 - In step one you will need your congregational ID number to access the demographic reports for the ZIP codes that your congregation serves. Your congregation's ID number is _____
 - In the compensation section of step three, under Parsonage check yes or no; under Social Security Tax offset check yes or no; and under "maximum amount for Defined Compensation" choose synod guidelines, or choose the dollar range that reflects the maximum amount that your congregation has available for Defined Compensation. Defined compensation includes 1) the gross cash salary to be paid, 2) the dollar amount of the Social Security Tax Offset, and/or any other allowances, if offered, and paid directly to the pastor, and 3) the cash housing allowance or, if you have a parsonage, the fair market annual rental value of the parsonage. If the cash housing allowance or the rental value of the parsonage is not included in the defined compensation dollar range, please explain that in the comment section.

- At the bottom of step four, click on “Seven Reflections on Ministry and Context”. It is best to first type your 7 reflections in a word processing program and then copy and paste to the online form. Then click submit at the bottom of the form. There is no option to save the 7 reflections form and return later to complete it.
- At the bottom of step five, enter the contact information for the person who will be completing your Reference’s Recommendation. This person will be sent an email link to the form that he/she will need to complete and submit when you request a reference recommendation later in the process.

Reviewing and Submitting the Ministry Site Profile

1. When the MSP is complete, click review and download the “PDF” file. Review what you have written and make any changes and corrections as necessary.
2. After your review is complete, print and save a clean hard copy of your MSP for your records.
3. After printing is complete, click continue and submit your Ministry Site Profile
4. Return to your “MSP Status Page” and click on the link “Request a Reference Recommendation”. Enter your reference’s name and email address and click submit.
5. You will receive an email confirming that your submitted MSP has been received; and the ELCA will notify the synod office that your MSP has been submitted.
6. The MSP will become active in the system when the synodical bishop approves the MSP and supporting forms, and allows them to be activated.
7. You can return to the MSP page on the ELCA website to login to your account and monitor the status of your MSP and the supporting Reflections and Reference forms.
8. If you wish to update your information, log in to your account to edit your existing MSP and re-submit it. Do not submit a new MSP unless your ministry site has more than one opening to be filled by a rostered leader. If that is the case, you must complete a new MSP to reflect this second position and then submit this second MSP.

Additional Supporting Documents

The following supporting documents are **very helpful**. Easily reproducible hard copies of these are to be mailed to the synod office: Central / Southern Illinois Synod 524 S. Fifth St., Springfield IL 62701.

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| <input type="checkbox"/> Current Annual Report | <input type="checkbox"/> Current Newsletter |
| <input type="checkbox"/> Mission and Vision Statement | <input type="checkbox"/> ELCA Congregational Trend Report |
| <input type="checkbox"/> Congregational History | <input type="checkbox"/> ELCA Congregational Zip Code Report |
| <input type="checkbox"/> Strategic Plan: Goals & Objectives | <input type="checkbox"/> Position Description and Responsibilities |
| <input type="checkbox"/> Current Budget | |

Also helpful, these pieces, if submitted, should likewise be easily reproducible.

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| <input type="checkbox"/> Congregational Informational Pieces | <input type="checkbox"/> Community Informational Pieces |
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ELCA Website: www.elca.org
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