



CHECK LIST FOR DOCUMENTATION TO SUBMIT TO ELCA AND SYNOD OFFICE

Required: (hard copy mailed to synod office)

- ☐ Parochial Records Certification (completed and signed by secretary)

Required: (submitted electronically to ELCA)

- ☐ Ministry Site Profile
- ☐ 7 Reflections on Ministry and Context

Congregational Supporting Documents:

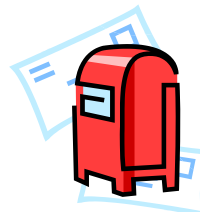
(PDF or other formatted copy emailed to ken.sandlin@csis-elca.org
or an easily reproducible hard copy mailed to synod office)

- ☐ Mission and Vision Statement (if available and in place)
- ☐ Strategic Plan: Goals & Objectives (if available and in place)
- ☐ Position Description and Responsibilities (if available and in place)
- ☐ Current Annual Report

Optional:

(Other documents that you might want us to mail to the potential nominee along with your MSP.)

- ☐ Current Budget
- ☐ Current Newsletter
- ☐ Brief Congregational History (if available and in place)



MAIL TO

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