

# MINISTRY SITE PROFILE

Completed:



**Evangelical Lutheran Church in America**  
God's work. Our hands.

*The Ministry Site Profile (MSP) is intended for use by congregations and church-related organizations that are seeking to call a rostered minister of the Evangelical Lutheran Church in America, or a First Call candidate for rostered ministry. Congregations must complete the entire MSP. Church-related organizations may, with the concurrence of the synod bishop, complete only the required sections (Part I, III and IV). Once complete, this form is submitted electronically to your synod bishop for review and posting to the "Current Openings" listing on the ELCA website ([www.ELCA.org/call](http://www.ELCA.org/call)).*

## Summary Description

### PART I: WHO WE ARE

#### Name and Location

CONGREGATION/MULTIPLE POINT PARISH/ ORGANIZATION

NAME

CONG ID

CITY, STATE , ZIP

COUNTRY

SYNOD

TYPE OF MINISTRY SITE

YEAR ORGANIZED

SIZE OF COMMUNITY

#### Contact Information

##### **Ministry Site (preferred contact information)**

ADDRESS LINE 1

ADDRESS LINE 2

CITY, STATE, ZIP

COUNTRY

E-MAIL

WEB SITE

PHONE

FAX

##### **Chairperson of Congregation or Head of the Organization**

NAME

ADDRESS LINE 1

ADDRESS LINE 2

CITY, STATE, ZIP

COUNTRY

DAY PHONE

EVENING PHONE

CELL PHONE

FAX



E-MAIL

**Chairperson of Call or Search Committee**

NAME

ADDRESS LINE 1

ADDRESS LINE 2

CITY, STATE, ZIP

COUNTRY

DAY PHONE

EVENING PHONE

CELL PHONE

FAX

E-MAIL

**Demographics**

**Language Spoken**

**In the congregation/ organization**

PRIMARY LANGUAGE

SECOND LANGUAGE

THIRD LANGUAGE

**In the surrounding community**

PRIMARY LANGUAGE

SECOND LANGUAGE

THIRD LANGUAGE

**Race/Ethnicity (In the Congregation)**

LARGEST

SECOND

THIRD

FOURTH

COMMENTS OR EXPLANATION

**Race/Ethnicity (Surrounding Community)**

LARGEST

SECOND

THIRD

FOURTH

COMMENTS OR EXPLANATION

**Gender comparison**

**Age distribution**

MALE

FEMALE

19 YEARS OR YOUNGER

20 - 34

35 - 49

50 - 65

OVER 65

**Number of Paid Staff**

Ministers of Word  
and Sacrament  
(PASTORS)

Ministers of  
Word and  
Service  
(DEACONS)

OTHER LAY PROFESSIONALS

SECRETARIAL SUPPORT

CUSTODIAL SUPPORT

OTHER

**Congregational Information**



AVE WEEKLY WORSHIP ATTENDANCE

AVE ATTENDANCE IN CHRISTIAN EDUCATION

PARISH TYPE

**Distance members live from church facilities:**

Community Type	1/2 - 1 MILE	1 - 3 MILES	MORE THAN 3 MILES
Suburban		College or University	Farming
Inner City		Mining/logging	Ranching
Industrial		Resort	Retirement

**Budget of the Congregation/ Organization**

LAST FISCAL YEAR

TOTAL BUDGET FOR THE LAST FISCAL YEAR

TOTAL DEBT OF THE CONGREGATION/ ORGANIZATION AT  
THE END OF THE LAST FISCAL YEAR

MISSION SUPPORT TO THE ELCA/ SYNOD FOR THE LAST FISCAL  
YEAR

TOTAL SAVINGS, RESERVES, ENDOWMENT AT THE END OF  
THE LAST FISCAL YEAR

**PART II: OUR VISION FOR MISSION**



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## **Trends in the Community Context of the Congregation or Organization**

### **Characteristics:**

Write a description of your community in terms of socio-economic status, demographics, primary areas of employment and lifestyle. The Demographic ZIP Code report for your primary ZIP codes may be helpful.

### **Trends:**

List three changes or trends within the congregation or organization which have occurred in the last three to five years.

### **Context:**

List three ways the community in which you are located has been challenged by change and transition in the last three to five years.

### **Programs:**

Describe your congregation's or organization's current programs for mission and ministry.

### **Goals:**

What are the primary goals of your ministry site (please refer to any Strategic Plan that has been adopted).

### **Energy:**

What is your congregation or organization really excited about right now?

### **Partnership:**

How does this congregation or organization see itself as a member and active participant in the Evangelical Lutheran Church in America and the synod?



## Ministry Site Characteristics

### AS A COMMUNITY

A LOT LIKE US	A LITTLE LIKE US	A LITTLE LIKE US	A LOT LIKE US
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We tend to be formal and programmatic.  
We have clearly defined goals and plans for our future.  
We are racially and economically diverse.

We tend to be informal and spontaneous.  
We have no stated goals or plans.  
We are demographically homogeneous.

### OUR LEADERSHIP STYLE

We welcome ideas that are provoking and challenging.  
We rely on our leaders for direction.  
We have learned how to use conflict constructively.

We prefer ideas that are tried and true.  
We rely on group decision-making.  
We tend to perceive conflict as something destructive.

### OUR PROGRAMMING

Our facilities are often used by community groups.  
We train people to minister outside our walls.  
We focus on ideas and beliefs.

Our facilities are only used for our activities.  
We train people to minister inside our walls.  
We focus on skills and action.

### OUR THEOLOGICAL PERSPECTIVE

We are obviously Lutheran in identify and practice.  
We participate in synod and ELCA activities.  
We focus on Biblical studies and doctrine.

We are less obvious about our Lutheran heritage.  
We are not very active in the synod and ELCA.  
We focus on contemporary issues and topics.



## **Purpose, Giftedness and Mission**

### **Purpose**

How does this congregation or organization understand its reason for being in the light of God's call to mission and service? Who are you? Why are you here?

### **Giftedness**

What are your gifts and resources for fulfilling this purpose? What are the congregation's or organization's top three assets and how are they being used? Are there obstacles that must be overcome to be able to use these gifts and accomplish the mission?

### **Mission**

In light of the way you have described your ministry context in this Ministry Site Profile, what are the top three mission priorities which, if accomplished, hold the most promise for the continued development of this ministry?

## **References**

### **Synod Bishop**

NAME	SYNOD	E-MAIL	
DAY PHONE	EVENING PHONE	CELL	FAX

### **Inside Congregation or organization**

NAME	ORGANIZATION AND TITLE	E-MAIL	
DAY PHONE	EVENING PHONE	CELL	FAX

### **Outside Congregation or organization**

NAME	ORGANIZATION AND TITLE	E-MAIL	
DAY PHONE	EVENING PHONE	CELL	FAX

### **An ELCA rostered minister**

NAME	ORGANIZATION AND TITLE	E-MAIL	
DAY PHONE	EVENING PHONE	CELL	FAX

### **Anyone else who knows your setting well**

NAME	SYNOD	E-MAIL
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DAY PHONE

EVENING PHONE

CELL

FAX

## PART III: LEADERSHIP NEEDS

### The Leader we Seek

#### Roster Type:

Minister of Word and Sacrament

Minister of Word and Service

In Candidacy/First  
Call

POSITION TYPE:

MINIMUM DEGREE REQUIRED:

FULL TIME/PART TIME:

#### Language Proficiencies

PRIMARY LANGUAGE (PROFICIENCY)

SECOND LANGUAGE (PROFICIENCY)

THIRD LANGUAGE (PROFICIENCY)

#### Experience:

0-3 years

4-9 years

10 -15 years

16- 20 years

21 + years

### Top Five Ministry Tasks

*The five most critical tasks required in this position.*

Administration

Building a Sense of Community

Campus / Young Adult Ministry

Chaplaincy

Children's Ministry

Christian Education

Communications/ Media

Community Organizing

Conflict Management

Counseling/ Social Work

Early Childhood Administration

Ecumenical Work

Evangelism/ Mission

Financial Management

Global Service

Innovation / Creativity

Interim Ministry

Interpret Theology

Inter-personal Climate

Ministry in Crisis

Ministry in Daily Life

Ministry with Seniors

Multicultural Ministry

Music / Worship / Arts

Outdoor/ Camping Ministry

Parish Nurse / Health

Participant in the Larger Church

Pastoral Care and Visitation

Preaching / Worship

Public Policy / Advocacy

Recruit and Equip Leaders

Self Care / Family Life

Small Group Ministry

Social Ministry

Spiritual Formation / Direction

Stewardship

Strategic Mission Planning

Teaching

Volunteer Coordination

Youth and Family Ministry

### Gifts for Ministry

*The five gifts essential in this position, and the five that are very helpful in this position.*



Top Priority		Very Helpful
	Help people develop their spiritual life.	
	Help people understand and act upon issues of social justice.	
	Provide care and nurture.	
	Be active in visitation of members and non-members.	
	Be effective in working with children.	
	Build a sense of community among the people with whom he/she works.	
	Help others develop their leadership abilities and skills for ministry.	
	Be an effective administrator.	
	Be an effective communicator.	
	Be an effective teacher.	
	Encourage support of the Church's wider mission.	
	Work regularly in the development of stewardship growth.	
	Be active in ecumenical relationships.	
	Be effective in working with youth.	
	Organize people for community action.	
	Be skilled in planning and leading programs.	
	Have a strong commitment and loyalty to the ELCA.	
	Understand and interpret the mission of the Church from a global perspective.	
	Deal effectively with conflict.	
	Bring joy and good humor to relationships.	
	Be able to share leadership and work in a team.	
	Be creative and innovative about his or her tasks.	
	Be able to use technology and media.	
	Appreciate cultural diversity in language and customs.	
	Have talents in the areas of music, arts and writing.	

### **Mutual Expectations**

Please list the five primary areas of activity or focus that you wish your newly-called rostered minister to give special attention to during the first year of his or her ministry at this congregation or organization:

- A.
- B.
- C.
- D.
- E.

Please list the five ways that this congregation / organization will support and encourage the rostered minister during the first year in order to help her or him accomplish these responsibilities:

- A.





- B.
- C.
- D.
- E.

### **Compensation**

PARSONAGE

SOCIAL SECURITY TAX OFFSET

MAXIMUM AMOUNT AVAILABLE FOR DEFINED COMPENSATION

### **Benefits**

PENSION

MEDICAL

VACATION WEEKS

SABBATICAL POLICY

PARENTAL LEAVE POLICY

ARE BACKGROUND CHECKS REQUIRED

### **Professional Expenses**

AUTO / TRAVEL REIMBURSEMENT

PROFESSIONAL EXPENSES ACCOUNT

FIRST CALL THEOLOGICAL EDUCATION

CONTINUING EDUCATION

### **Comments:**

Please offer any comment or explanation regarding the compensation package, especially as it compares to synodical recommendations or guidelines.

### **Other Supporting Resources**

Are you able to supply the following items, if requested?

Mission and Vision statement of the congregation or organization

Printed history of the congregation or organization

Strategic Plan: Goals and Objectives

Budget

Annual Report



Position description: Duties and Responsibilities

## **PART IV: COMMENTARY**

You are encouraged to offer information or commentary that will help the reader appreciate the vision, opportunities, challenges and nature of your ministry site. Use this opportunity to creatively promote and commend your ministry possibilities.

## **PART V: COMPLETION OF PROFILE**

### **Discernment Process and Adoption**

Please describe the process used to gather information, formulate responses, and officially adopt this Ministry Site Profile. (Approximately 100 words maximum).

Enter the date on which this Ministry Site Profile was adopted by vote of the Congregation Council or organization's board:

### **CALL PROCESS ADMINISTRATOR**

The name of the person on the synod staff that the bishop has designated as the Call Process Administrator for this call process.

NAME

TITLE

OFFICE PHONE

E-MAIL

### **Reference's Recommendation**

NAME

E-MAIL

DAY PHONE

EVENING PHONE

CELL

FAX