

MINISTRY SITE PROFILE

sample

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 an ordained or lay 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).

Summary Description

PART I: WHO WE ARE

Name and Location

CONGREGATION/MULTIPLE POINT PARISH/ ORGANIZATION	NAME	CONG ID
, ,	sample	
CITY, STATE , ZIP	COUNTRY	
	US	
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
		, ,	US
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
		, ,	US
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
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DAY PHONE	EVENING PHONE	CELL PHONE	FAX
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E-MAIL

Demographics

Language Spoken

In the congregation/ organization

PRIMARY LANGUAGE	SECOND LANGUAGE	THIRD LANGUAGE
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In the surrounding community

PRIMARY LANGUAGE	SECOND LANGUAGE	THIRD LANGUAGE
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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

CLERGY	LAY ROSTERED	OTHER LAY PROFESSIONALS	SECRETARIAL SUPPORT	CUSTODIAL SUPPORT	OTHER
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Congregational Information

AVE WEEKLY WORSHIP ATTENDANCE	AVE ATTENDANCE IN CHRISTIAN EDUCATION	PARISH TYPE
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Distance members live from church facilities:



%	%	%	%
1/2 MILE OR LESS	1/2 - 1 MILE	1 - 3 MILES	MORE THAN 3 MILES

Community Type

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Bedroom community | <input type="checkbox"/> College or University | <input type="checkbox"/> Farming |
| <input type="checkbox"/> Inner City | <input type="checkbox"/> Mining/logging | <input type="checkbox"/> Ranching |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Resort | <input type="checkbox"/> 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



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 that 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We tend to be informal and spontaneous. |
| We have clearly defined goals and plans for our future. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have no stated goals or plans. |
| We are racially and economically diverse. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We are demographically homogeneous. |

OUR LEADERSHIP STYLE

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--|
| We welcome ideas that are provoking and challenging. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We prefer ideas that are tried and true. |
| We rely on our leaders for direction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We rely on group decision-making. |
| We have learned how to use conflict constructively. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We tend to perceive conflict as something destructive. |

OUR PROGRAMMING

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Our facilities are often used by community groups. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Our facilities are only used for our activities. |
| We train people to minister outside our walls. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We train people to minister inside our walls. |
| We focus on ideas and beliefs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We focus on skills and action. |

OUR THEOLOGICAL PERSPECTIVE

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--|
| We are obviously Lutheran in identify and practice. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We are less obvious about our Lutheran heritage. |
| We participate in synod and ELCA activities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We are not very active in the synod and ELCA. |
| We focus on Biblical studies and doctrine. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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

Synodical 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	

Member of the ELCA Clergy roster

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.

- | | | |
|---|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Building a Sense of Community | <input type="checkbox"/> Campus / Young Adult Ministry |
| <input type="checkbox"/> Chaplaincy | <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Christian Education |
| <input type="checkbox"/> Communications/ Media | <input type="checkbox"/> Community Organizing | <input type="checkbox"/> Conflict Management |
| <input type="checkbox"/> Counseling/ Social Work | <input type="checkbox"/> Early Childhood Administration | <input type="checkbox"/> Ecumenical Work |
| <input type="checkbox"/> Evangelism/ Mission | <input type="checkbox"/> Financial Management | <input type="checkbox"/> Global Service |
| <input type="checkbox"/> Innovation / Creativity | <input type="checkbox"/> Interim Ministry | <input type="checkbox"/> Interpret Theology |
| <input type="checkbox"/> Inter-personal Climate | <input type="checkbox"/> Ministry in Crisis | <input type="checkbox"/> Ministry in Daily Life |
| <input type="checkbox"/> Ministry with Seniors | <input type="checkbox"/> Multicultural Ministry | <input type="checkbox"/> Music / Worship / Arts |
| <input type="checkbox"/> Outdoor/ Camping Ministry | <input type="checkbox"/> Parish Nurse / Health | <input type="checkbox"/> Participant in the Larger Church |
| <input type="checkbox"/> Pastoral Care and Visitation | <input type="checkbox"/> Preaching / Worship | <input type="checkbox"/> Public Policy / Advocacy |
| <input type="checkbox"/> Recruit and Equip Leaders | <input type="checkbox"/> Self Care / Family Life | <input type="checkbox"/> Small Group Ministry |
| <input type="checkbox"/> Social Ministry | <input type="checkbox"/> Spiritual Formation / Direction | <input type="checkbox"/> Stewardship |
| <input type="checkbox"/> Strategic Mission Planning | <input type="checkbox"/> Teaching | <input type="checkbox"/> Volunteer Coordination |
| <input type="checkbox"/> 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 Lutheran Church.	
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 leader 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 leader during the first year in order to help her or him accomplish these responsibilities:

- A.



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

Compensation

No	No
PARSONAGE	SOCIAL SECURITY TAX OFFSET

MAXIMUM AMOUNT AVAILABLE FOR DEFINED COMPENSATION

Benefits

No	No	No
PENSION	MEDICAL	VACATION WEEKS

No	No
SABBATICAL POLICY	PARENTAL LEAVE POLICY

No

ARE BACKGROUND CHECKS REQUIRED

Professional Expenses

No	No
AUTO / TRAVEL REIMBURSEMENT	PROFESSIONAL EXPENSES ACCOUNT

No	No
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	No
Printed history of the congregation or organization	No
Strategic Plan: Goals and Objectives	No
Budget	No
Annual Report	No



Position description: Duties and Responsibilities

No

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