



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 First Call candidates for rostered ministry, Congregations must complete the entire Ministry Site Profile. Church-related organizations may, with the concurrence of the synod bishop, complete only the required sections (1-4 and 8-19). Once complete, this form is submitted electronically to your synod bishop for review and posting to the "ministry opportunities" listing on the ELCA web Site.

Date Completed:

**PART I WHO WE ARE**

**1. 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		

**2. Contact Information**

ADDRESS LINE I	ADDRESS LINE II	CITY, STATE, ZIP	COUNTRY
E-MAIL	WEB SITE	PHONE	FAX

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

NAME			
ADDRESS LINE I	ADDRESS LINE II	CITY, STATE, ZIP	COUNTRY
DAY PHONE	EVENING PHONE	CELL PHONE	FAX
E-MAIL			

**Chairperson of Call or Search Committee**

NAME			
ADDRESS LINE I	ADDRESS LINE II	CITY, STATE, ZIP	COUNTRY
DAY PHONE	EVENING PHONE	CELL PHONE	FAX



E-MAIL

### **3. 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 (%)
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#### **Race/ Ethnicity (Surrounding Community)**

LARGEST (%)	SECOND (%)	THIRD (%)	FOURTH (%)
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#### **Gender comparison**

#### **Age distribution**

MALE (%)	FEMALE (%)	19 YEARS OR YOUNGER (%)	20 - 34 (%)	35 - 49 (%)	50 - 65 (%)	OVER 65 (%)
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#### **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 (%)
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#### **Community Type**

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



**4. 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

**5. 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.

**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.

**Trends**

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

**Programs**

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



**Goals**

If there is a Strategic Plan in place for the congregation or organization; what are the primary goals to which you are committed?

**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?

**PART II: OUR VISION FOR MISSION**

**6. Ministry Site Characteristics**

		AS A COMMUNITY				
		A LOT LIKE US	A LITTLE LIKE US	A LITTLE LIKE US	A LOT LIKE US	
We tend to be formal and programmatic.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		We tend to be informal and spontaneous.
We have clearly defined goals and plans for our future.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		We have no stated goals or plans.
We are racially and economically diverse.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		We are demographically homogeneous.
<b>OUR LEADERSHIP STYLE</b>						
We welcome ideas that are provoking and challenging.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		We prefer ideas that are tried and true.
We rely on our leaders for directions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		We rely on group decision-making.
We have learned how to use conflict constructively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		We tend to perceive conflict as something destructive.
<b>OUR PROGRAMMING</b>						
Our facilities are often used by community groups.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Our facilities are only used for our activities.



We train people to minister outside our walls.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	We train people to minister inside our walls.
We focus on ideas and beliefs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	We focus on skills and action.

OUR THEOLOGICAL PERSPECTIVE

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

**7. 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 resource for fulfilling this purpose? What are the congregation's or organizations 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?

**8. Summary Description**

Please describe your ministry setting and position opening in 75 words or less. This is the brief description that will be publicized.



**9. 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	
DAY PHONE	EVENING PHONE	CELL	FAX



**PART III: LEADERSHIP NEEDS**

**10. The Leader we Seek**

**Roster Type:**

- Associate in Ministry
- Deaconess
- Diaconal Minister
- Ordained Clergy
- In Candidacy/First Call

POSITION TYPE

EDUCATION

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

**11. Top Five Ministry Tasks**

- Administration
- Building a Sense of Children's Ministry
- 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 Self Care / Family Life
- 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

**12. Gifts for Ministry**



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.	

**13. 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.	

**14. Compensation**

PARSONAGE	SOCIAL SECURITY TAX OFFSET
MAXIMUM AMOUNT AVAILABLE FOR DEFINED COMPENSATION	

**15. Benefits**

PENSION	MEDICAL	VACATION WEEKS
SABBATICAL POLICY	PARENTAL LEAVE POLICY	

ARE BACKGROUND CHECK  
REQUIRED

**16. 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.

**17. 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

Communications Piece (publicity, newsletter, etc.)

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\_\_\_\_\_

\_\_\_\_\_

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**PART IV: COMMENTARY**

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

**PART V: COMPLETION OF PROFILE**

**19. 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:

**20. Call Process Contact Person**

NAME

TITLE

OFFICE PHONE

E-MAIL



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[CLICK HERE TO ALLOW A CHANGE IN THE CALL PROCESS CONTACT PERSON'S INFORMATION](#)

## **21. Reference's Recommendation**

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NAME

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E-MAIL

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DAY PHONE

---

EVENING PHONE

---

CELL

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FAX