





# STEPS IN COMPLETING YOUR F A D

## Get Acquainted

Before launching into the F A D, it would be wise to take a look at samples of the forms. Go to Call Process Online ([www.ELCA.org/Call-Process/Rostered-OLQLVWHUV](http://www.ELCA.org/Call-Process/Rostered-OLQLVWHUV)) and download a sample of the F A D. You might find it especially helpful to answer the narrative questions while you are offline. This way you can work at your own pace and benefit by the spellcheck feature. Later you can block the text and drop it into the online F A D. Remember keep your answers focused and concise – less than 250 words.

## Creating an Account

To begin work on your Rostered Minister Profile you must first join *ELCA Community* – your gateway to the many resources and services offered by the ELCA. As a member of *ELCA Community* you can sign up for events, donate, manage your profile and access the forms involved in call process.

- If you have not already joined *ELCA Community*, please note: an account may have already been established for you when *ELCA Community* was created. To find out, go to the Community Login page (<https://community.elca.org/login>) and click on “Forgotten password”. You will be asked to submit your email address; it must match the one the ELCA has on file for you. You will receive an email with instructions on how to reset your password.
- Never create a new account unless you are sure that no account already exists. Go to the Community Login page and click “New user registration”. Enter your profile information and provide your Leader Key number (found on your ID card or by calling your Call Process Administrator).
- Once you enter *ELCA Community* you will be taken to the Welcome page where you will see a menu of things you can do. Under “Leader Portal” choose “I am already a rostered minister” in order to go to the menu containing call process information. Choose “My Rostered OLQLVWHUV Profile” to begin work on your F A D.

## Filling out and Submitting the RMP

The RMP is completed on the web; it does not require that you download software in order to work on the form.

- SAVE YOUR WORK frequently as you proceed using the “Save and Continue” button on the bottom of each page. If your online session times out, you will lose the work you have done on it since you last saved your work.
- REQUIRED FIELDS (marked with \*) must be filled in before proceeding.
- YOUR LEADER KEY (the ELCA’s ID number for you) is required but does not print on any of your forms.
- TWO PARTS: The RMP is divided into two sections. Sections I-IV will be distributed to Call Committees; Section V is intended to be for the bishop’s information.



- **FINAL REVIEW:** When you feel your RMP is complete and ready to submit, click on “Submit” at the end of the form. The next page will encourage you to first download a PDF copy of the RMP so you can review it one last time.
- **CORRECTIONS:** You can reopen your RMP to make any last corrections.
- **SUBMIT:** When you are really sure your RMP is ready, click on “Submit” on the final page of your RMP. Both you and your synod office will receive an email confirming that the RMP has been received.
- **ACTIVATION:** The RMP does not become active in the Mobility Database System until your synodical bishop approves it, and the two supporting forms have arrived: the *Authorization and Release* (signature) page (see below) and the *Reference Recommendation* form.
- **RMP STATUS:** You can, as needed, monitor your RMP forms by going to the ELCA Community login and clicking on Leader Portal and then Call Process. Here you can choose to review your RMP, update your RMP, look at the status of your RMP, or request the supporting forms.
- **UPDATE:** If you edit and resubmit a RMP that is already active in the system, your new RMP will require re-approval and a new signed *Authorization and Release* page.
- **ARCHIVING:** Your approved RMP will remain active until you request that it be archived, or the bishop determines that it must be archived, or a year has elapsed since it was first submitted.

### Some Helpful Tips

- **BE CREATIVE:** The RMP gives you the freedom to add comments, share ideas and passions, and present yourself and your gifts. Make your RMP distinctive.
- **BE THOUGHTFUL:** The narrative questions are the most important. It is more important to write concisely and insightfully than to just write many words.
- **BE HONEST:** It never pays to represent yourself in a way that will not prove to be true over time. You are more likely to match successfully with a site if both you and they are honest about your respective ministry, style and gifts. Romans 12:3 is good advice.
- **BE SPECIFIC:** Study the list of skills and preferences and focus your answers. Avoid being too general in your responses. Limit the number of synods you are open to.
- **SEEK COUNSEL:** Have someone who knows you well review your RMP with you. Ask them to be honest and clear with you.
- **DISCERNMENT:** Rostered Ministers who are not actively seeking call may nevertheless elect to complete a RMP as a matter of spiritual reflection and ministry discernment.
- **COOPERATE:** Never approach a congregation or organization directly about their position without first consulting with their synod bishop. Each synod bishop has a shepherding role in call process within their synod that must be respected.



## THREE SUPPORTING FORMS

The various forms that rostered ministers use in the call process come together to form the Rostered Minister Portfolio. The portfolio contains the Rostered Minister Profile and other documents submitted by the rostered minister, plus the following three supporting forms:

### Authorization and Release (required signature page)

You are required to submit a signed copy of the *Authorization and Release* form to your synodical bishop and to the person completing a reference recommendation form for you. This form is not optional. It is found as the last page of your printed RMP. It may be submitted by mail, by fax, or by email as a pdf attachment. A copy of the signed form will be sent to each call committee considering you. If you update your RMP, this form is to be signed and sent again.

### Reference Recommendation (required)

You are required to have someone who knows you well complete a recommendation form about your style and skills for ministry. You should first secure their willingness to do this and provide them with a copy of the *Authorization and Release* form. Then return to the ELCA Community Login page (<https://community.elca.org/login>) to select Leader Portal / Rostered Minister / Call Process / Request a Reference. Enter the person's name and email address. The system will send the person a request and the login information to access the form. After the person has submitted the form, you and the reference will receive an acknowledgement by email. The form automatically attaches to your RMP. The form is considered confidential. If you would like to review it, please ask your reference for a copy.

### Twelve Reflections on Ministry and Context (optional)

You may choose to enhance your RMP by providing additional information on the *Twelve Reflections* form. The form is listed immediately alongside the Reference form (see above). While the form is optional, some synod bishops may elect to require that one or more of the questions be completed. Once submitted it automatically attaches to your RMP.

## THE MOBILITY DATABASE SYSTEM

Information found on call process forms submitted by Ministry Sites and Rostered Ministers is stored in the Mobility Database System (MDS). The MDS allows users to sort, study, search, and share information in a quick and efficient manner. You are not required to use the current call process forms and MDS, but without them your ability to present yourself as



available for call is severely limited. Please discuss this with your synodical bishop or Call Process Administrator.

## Search Applications

“Current Openings” ([www.ELCA.org/Call-Process/Current-Openings](http://www.ELCA.org/Call-Process/Current-Openings)) is a searchable database of information taken from Ministry Site Profiles. The page allows you to search across the ELCA based on your stated criteria. A rostered minister should never use the information posted at “Current Openings” to approach a congregation directly about their position. Rostered ministers are always to work through their synodical bishop or Call Process Administrator.

Similarly, Bishops and Call Process Administrators have access to a protected search application that allows them to sort, study, search and share information found in Rostered Minister Profiles. This enables the bishop to identify potential candidates for call to a particular ministry site. The MDS highlights for the bishop each rostered minister's Personal Ministry Statement, current ministry setting, and ministry preferences. While all bishops can view all the RLPs that are available at any one time, bishops have agreed never to infringe on the ministry and territory of another without their prior knowledge and consent.

## Potential Benefits of the MDS

Efficiency is not the only outcome of the creation of the Mobility Database System. The MDS necessitated the creation of an updated set of call process forms designed to invite creativity, reflection and initiative. This has allowed rostered ministers and ministry sites to take a more active role and responsibility for their call process. It has also increased the transparency of the process. Rostered ministers and ministry sites are invited into a time of prayerful and careful reflection on key topics highlighted in the forms – understanding one's mission and calling, giftedness and context. In the end, a partnership of common purpose is fostered as ministry sites, rostered ministers and synod personnel work together to identify leadership and increase mission.

The Mobility Database System is a complex array of programming and protocols. You are encouraged to offer your comments to help improve its friendliness and functioning.

### CALL PROCESS ONLINE

Evangelical Lutheran Church in America  
8765 W. Higgins Road, Chicago, IL 60631  
[Mobility@elca.org](mailto:Mobility@elca.org)

MDS Released March 2009

November 2015

