



# MINISTRY SITE PROFILE

Date Completed:

Date - Synod   
Submit for Post

**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 (Associate in Ministry, Deaconess or Diaconal 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.**

## PART I: WHO WE ARE

### 1. NAME AND LOCATION

CONGREGATION  AGENCY, INSTITUTION or ORGANIZATION

Name

U.S.  Canada  
City State / Province ZIP / Postal Code Country

Synod

Type of Ministry Site (select one) Type of Community Year Organized

### 2. CONTACT INFORMATION

#### Congregation / Organization Mailing Address

Address:    
City:  State / Province  ZIP or Postal Code   
website:  Country:  U.S.  Canada  
Phone: ( ) -  FAX: ( ) -

#### Chairperson of Congregation or Head of the Organization ( preferred contact information )

Name:   
Address:    
City:  State / Province  ZIP or Postal Code   
e-mail address  Country:  U.S.  Canada  
Day Phone: ( ) -  Evening Phone: ( ) -  Cell: ( ) -  FAX: ( ) -

#### Chairperson of Call or Search Committee ( preferred contact information )

Name:   
Address:    
City:  State / Province  ZIP or Postal Code   
e-mail:  Country:  U.S.  Canada  
Day Phone: ( ) -  Evening Phone: ( ) -  Cell: ( ) -  FAX: ( ) -

**3. DEMOGRAPHICS**

In the congregation / organization

In the surrounding community

**Languages spoken**

Primary language:

Second language:

Third language:

**Ethnicity**

Largest   %

Second   %

Third   %

Fourth   %

%

%

%

%

**Gender comparison \***

%  %

Male Female

**Age distribution \***

%  %  %  %  %

19 years or younger 20 -34 35 - 49 50 - 64 over 65

**Number of Paid Staff** ( Number of full or part time paid staff of the congregation or organization. )

Clergy		Secretarial Support	
Lay Rostered		Custodial Support	
Other Lay Professionals		Other	

**Enter the following congregational information.**

Average weekly worship attendance	<input type="text"/>
Average Sunday School attendance	<input type="text"/>
Parish type:	<input type="text"/>

Indicate the distance members live from the church facilities

1/2 mile or less	<input type="text"/> %	1 - 3 miles	<input type="text"/> %
1/2 - 1 mile	<input type="text"/> %	More than 3 miles	<input type="text"/> %

**4. BUDGET OF THE CONGREGATION / ORGANIZATION**

For the fiscal year :

Total budget for the last fiscal year		Total debt of the congregation/ organization at the end of the last fiscal year	
Total 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**

*Please give a short answer to the following questions. ( approx. 150 words maximum )*

**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 ( available at [www.elca.org/research](http://www.elca.org/research) ) 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. ( If this profile is about a congregation, the Congregational Trend Report ( available at [www.elca.org/research](http://www.elca.org/research) ) may be helpful to you.)

**Programs**

Describe your congregation 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 you think of your congregation or organization and the way it tends to live out its corporate life and pursue its mission, what tends to characterize your life together? You may make only one selection in each of the comparisons below or you may leave the line blank if this item does not apply to your ministry site.

#### 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.

#### OUR LEADERSHIP STYLE

	A LOT LIKE US	A LITTLE LIKE US	A LITTLE LIKE US	A LOT LIKE US	
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 direction.	<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

#### OUR PROGRAMMING

	A LOT LIKE US	A LITTLE LIKE US	A LITTLE LIKE US	A LOT LIKE US	
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

	A LOT LIKE US	A LITTLE LIKE US	A LITTLE LIKE US	A LOT LIKE US	
We are obviously Lutheran in identity 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**

*The mission of a congregation or organization is found at the intersection of its purpose, giftedness and context. That is, a clear sense of mission will grow directly out of an assessment of your identity and purpose, your resources and gifts, and your understanding of the needs and trends within your community. Please offer thoughtful responses to the following questions. ( Approximately 250 words maximum )*

### **Purpose**

How does this congregation or organization understand its reason for being in light of God's call to mission and service? Who are you and why are you here? ( You may wish to refer to your congregation's or organization's Mission or Vision statements. )

### **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?

**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

*In addition to your synodical bishop, please list four people who know your congregation or organization well and who would be willing to share their perspective on the life and ministry of the congregation or organization. One reference should be a person who is currently a member or employee/client; one reference should be someone from the community who is able to regularly observe your ministry; and one should be an ordained ELCA clergyperson.*

### Synodical Bishop

Name:

Synod

Day Phone:  -  Evening Phone:  -  Cell:  -  FAX:  -

e-mail:

### Someone from inside the congregation or organization

Name:

Organization and Title

Day Phone:  -  Evening Phone:  -  Cell:  -  FAX:  -

e-mail:

### Someone from outside the congregation or organization

Name:

Organization and Title

Day Phone:  -  Evening Phone:  -  Cell:  -  FAX:  -

e-mail:

### A member of the ELCA clergy roster

Name:

Organization and Title

Day Phone:  -  Evening Phone:  -  Cell:  -  FAX:  -

e-mail:

### Anyone else who knows your setting well

Name:

Organization and Title

Day Phone:  -  Evening Phone:  -  Cell:  -  FAX:  -

e-mail:

### **PART III: LEADERSHIP NEEDS**

Use this section to describe both the gifts for ministry and the style of leadership that your position requires.

#### **10. THE LEADER WE SEEK**

Roster type: ( Check all whom you would be open to interviewing )

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

Position type: ( Select the most descriptive option )

This ministry position is:

Education: ( Select the minimum level of education required )

Language ( proficiencies preferred )

Primary language:  Proficiency

Second language:  Proficiency

Third language:  Proficiency

Experience: ( Select all you would consider for this position )

- 0 - 3 years       4 -9 years       10 -15 years       16 - 20 years       20 + years

#### **11. TOP FIVE MINISTRY TASKS** ( Select 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 Mission                   |
| <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 Leadership  | <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    |  |   |

## 12. GIFTS FOR MINISTRY

Every rostered leader can offer a variety of gifts, skills and personality characteristics that would be helpful in a ministry setting. Identify a maximum of five gifts for ministry that the rostered leader must bring to your ministry setting in the left-hand column. In the right-hand column, identify five more gifts that would be helpful in your ministry setting. ( If your setting is a congregation and your search is for a pastor, this survey of gifts assumes that the pastor is able to offer worship leadership and preaching. )

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

### 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 site:

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

Please list 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

Indicate the maximum amount that is available for the "Defined Compensation" of this ministry position. Defined Compensation is described by the ELCA Board of Pensions as the gross cash salary paid to the staff member. In the case of clergy, Defined Compensation includes any housing allowance (whether in cash or the annual cash value of a parsonage,) Social Security Tax offset, and/or furnishings allowance if paid directly to the staff member.

You may choose to use the button below to access the ELCA Board of Pensions Defined Compensation calculator in assisting you to determine Defined Compensation.

- Defined Compensation  *The maximum amount available for Defined Compensation*
- Parsonage  Yes  No
- Social Security Tax offset  Yes  No

### 15. BENEFITS

The ELCA Board of Pensions has complete information about the benefits program of the church at [www.elcabop.org](http://www.elcabop.org) including online calculators to help you estimate costs.

- Pension  Yes  No
- Medical  Yes  No
- Vacation weeks:

*( Recommended: Four weeks per year. For an ordained or lay rostered minister in a congregation, this should include four Sundays. )*

Sabbatical Policy                       Yes  No

Parental Leave Policy                 Yes  No

Background Check Policy             Yes  No    *( Recommended for all paid staff and key volunteers. )*

Mutual Ministry Committee         Yes  No

**16. PROFESSIONAL EXPENSES**

Auto / travel reimbursement         Yes  No

*( Recommended: Auto reimbursement at the IRS business mileage for actual miles driven. )*

Professional Expense account        Yes  No

*( A reimbursement account for professional expenses - books, publications, memberships, vestments, uniforms and the like. )*

Continuing Education                 Yes  No

*( Recommended: Two weeks per year, plus \$700 per year from the congregation or organization and \$300 per year from the rostered leader; funds to be held in a separate account. )*

First Call Theological Education     Yes  No

*( Required of all rostered leaders entering their first call of service. )*

**Comments**

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

**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 promote and commend your ministry possibilities.*

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

- Mission and Vision statement of the congregation or organization       Yes    No
- Printed history of the congregation or organization                       Yes    No
- Strategic Plan: Goals and Objectives     Yes    No
- Budget     Yes    No
- Annual Report     Yes    No
- Position description: Duties and Responsibilities                               Yes    No
- Communications Piece ( publicity, newsletter, etc. )                       Yes    No

**17. SEVEN REFLECTIONS**

**Seven Reflections on Ministry and Context**

If you would like to enhance your Ministry Site Profile with additional reflections on several key questions, you may download the extra form by clicking the button at the right.

The form is optional.

**PART V: COMPLETION OF PROFILE**

**18. 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:

//

**19. SYNOD CONTACT PERSON**

Please list the name of the person on the synod staff who is the contact person or call process administrator for your call process. You may need to contact the synod office to verify this information.

Name:

Title

e-mail:

Office Phone:

**20. REFERENCE'S RECOMMENDATION**

Please identify one of the references whom you named above who is from outside the congregation or organization and who is willing to comment on the life and ministry of this ministry site. The reference will be asked to complete the *Ministry Site Characteristics* questionnaire and offer reflections.

Reference agreeing to do this:

Name:

Day Phone:

Evening Phone

Cell:

FAX:

e-mail:

***Thank you for the thoughtfulness and energy you have invested in completing this form.  
God bless your search for new leadership!***

//

Submit Date

Approved

Not Approved

//

Synod Approval Date