Completing Your Ministry Site Profile

The *Ministry Site Profile* or MSP provides congregations (single and multi-point parishes) a single, common form to use to describe their mission, their setting, and their search for a rostered leader.

The MSP is filled out by leaders within the congregation, using the guidance of the interim pastor and synod bishop or staff. Once completed and submitted, the MSP will be stored within the ELCA's call process data base.

Steps for Use of the Ministry Site Profile

→ Go to www.elca.org.   Click on Call Process at the top of the ELCA home page.

→ On the menu at the left, click on Ministry Sites.

→ On the menu at the left, click on Ministry Site Profile and follow the prompt to create an account.

→ Complete the information requested about the ministry site and then download the Ministry Site Profile (MSP). You will be able to print off a blank copy of the profile to share with others who will be participating in gathering information for the profile.

→ The MSP will stay on the user's computer while it is being completed. Please take care to save additions and edits as the MSP is being completed.

→ When the MSP is completely done, submit via the internet to the ELCA Data Base using the "submit" option at the end of the form.

→ The MSP does not become active in the system, however, until the Synodical Bishop approves it.

→ The MSP user can, as needed, go to "Access Account" on the website in order to:

- Monitor the status of their MSP,
- request a copy of their current MSP in order to edit it for re-submission,
- request supporting forms for the MSP, or to
- request that the MSP be archived within the system

→ If an existing MSP has undergone significant editing and is re-submitted, the synod office will be notified that the new MSP needs to be re-approved.

→ If a ministry site has more than one opening to be filled by a rostered leader, the user may go back to the system (using the same ID/password as before) and submit a second MSP.

Two Supporting Forms

Seven Reflections: A ministry site may choose to enhance its MSP by providing additional information on the *Seven Reflections* form. The form can be downloaded at "Access Account" on the website once the MSP has been submitted.

Reference Recommendation: Each ministry site is required to provide an outside reference who will complete a recommendation form. The form contains within it the "Ministry Site Characteristics" survey just as the MSP also contains, creating an opportunity for a rostered leader to pursue some comparison. The user can download the form by going to "Access Account". The form is then emailed to the reference as an attachment. The *Reference Recommendation* will soon be available as a PDF form, requiring the use of Adobe Acrobat. The reference submits the form by clicking the "Submit" button at the end of the form. The system will record the receipt of the reference form on the synod's "MSP Activity Log".