



Evangelical Lutheran Church in America
God's work. Our hands.

MINISTRY SITE PROFILE

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.

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="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 |



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 LOT LIKE US	A LITTLE LIKE US
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We tend to be formal and programmatic.

☐
☐
☐
☐

We tend to be informal and spontaneous.

We have clearly defined goals and plans for our future.

☐
☐
☐
☐

We have no stated goals or plans.

We are racially and economically diverse.

☐
☐
☐
☐

We are demographically homogeneous.

OUR LEADERSHIP STYLE

We welcome ideas that are provoking and challenging.

☐
☐
☐
☐

We prefer ideas that are tried and true.

We rely on our leaders for directions.

☐
☐
☐
☐

We rely on group decision-making.

We have learned how to use conflict constructively.

☐
☐
☐
☐

We tend to perceive conflict as something destructive.

OUR PROGRAMMING

Our facilities are often used by community groups.

☐
☐
☐
☐

Our facilities are only used for our activities.



We train people to minister outside our walls.

☐☐☐☐

We train people to minister inside our walls.

We focus on ideas and beliefs.

☐☐☐☐

We focus on skills and action.

OUR THEOLOGICAL PERSPECTIVE

We are obviously Lutheran in identify and practice.

☐☐☐☐

We are less obvious about our Lutheran heritage.

We participate in synod and ELCA activities.

☐☐☐☐

We are not very active in the synod and ELCA.

We focus on Biblical studies and doctrine.

☐☐☐☐

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.



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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:

- | | | |
|--|--|--|
| <input type="checkbox"/> Associate in Ministry | <input type="checkbox"/> Deaconess | <input type="checkbox"/> Diaconal Minister |
| <input type="checkbox"/> Ordained Clergy | <input type="checkbox"/> 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

- | | | |
|---|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Building a Sense of Children's Ministry | <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 Self Care / Family Life | <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



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.

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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.)

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



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

21. Reference's Recommendation

NAME

E-MAIL

DAY PHONE

EVENING PHONE

CELL

FAX

Important Note: This form has been converted to an online web-based form, please use this for preparation only. You must submit the official application via the Leader Portal. See <http://www.elca.org/call> for more details.