MINISTRY SITE PROFILE

Sample

Anytown,

Completed:

Evangelical Lutheran Church in America
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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 a First Call candidate for rostered ministry. Congregations must complete the entire MSP. Church-related organizations may, with the concurrence of the synod bishop, complete only the required sections (Part I, III and IV). Once complete, this form is submitted electronically to your synod bishop for review and posting to the "Current Openings" listing on the ELCA website (www.ELCA.org/call).

Summary Description

PART I: WHO WE ARE

Name and Location

ORGANIZATION	**Sample**	
CONGREGATION/MULTIPLE POINT PARISH/ ORGANIZATION	NAME	CONG ID
Anytown, ,	**US**	
CITY, STATE , ZIP	COUNTRY	
Southeastern Synod (9D)		**1517**
SYNOD	TYPE OF MINISTRY SITE	YEAR ORGANIZED
Suburb near a medium city		
SIZE OF COMMUNITY		

Contact Information

Ministry Site (preferred contact information)

		, ,	**US**
ADDRESS LINE 1	ADDRESS LINE 2	CITY, STATE, ZIP	COUNTRY

E-MAIL	WEB SITE	PHONE	FAX

Chairperson of Congregation or Head of the Organization

NAME			

		, ,	**US**
ADDRESS LINE 1	ADDRESS LINE 2	CITY, STATE, ZIP	COUNTRY

DAY PHONE	EVENING PHONE	CELL PHONE	FAX

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E-MAIL

Chairperson of Call or Search Committee

NAME

, ,   US

| ADDRESS LINE 1 | ADDRESS LINE 2 | CITY, STATE, ZIP | COUNTRY |

| DAY PHONE | EVENING PHONE | CELL PHONE | FAX |

E-MAIL

Demographics

Language Spoken

In the congregation/ organization

| PRIMARY LANGUAGE | SECOND LANGUAGE | THIRD LANGUAGE |

In the surrounding community

| PRIMARY LANGUAGE | SECOND LANGUAGE | THIRD LANGUAGE |

Race/ Ethnicity (In the Congregation)

| LARGEST | SECOND | THIRD | FOURTH |

COMMENTS OR EXPLANATION

Race/ Ethnicity (Surrounding Community)

| LARGEST | SECOND | THIRD | FOURTH |

COMMENTS OR EXPLANATION

Gender comparison

| % | % |
| MALE | FEMALE |

Age distribution

| % | % | % | % | % |
| 19 YEARS OR YOUNGER | 20 - 34 | 35 - 49 | 50 - 65 | OVER 65 |

Number of Paid Staff

| CLERGY | LAY ROSTERED | OTHER LAY PROFESSIONALS | SECRETARIAL SUPPORT | CUSTODIAL SUPPORT | OTHER |

Congregational Information

| AVE WEEKLY WORSHIP ATTENDANCE | AVE ATTENDANCE IN CHRISTIAN EDUCATION | PARISH TYPE |

Distance members live from church facilities:

%	%	%	%
1/2 MILE OR LESS	1/2 - 1 MILE	1 - 3 MILES	MORE THAN 3 MILES

Community Type

☐ Bedroom community   ☐ College or University   ☐ Farming

☐ Inner City   ☐ Mining/logging   ☐ Ranching

☐ Industrial   ☐ Resort   ☐ Retirement

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

PART II: OUR VISION FOR MISSION

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.

Trends:

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

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.

Programs:

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

Goals:

What are the primary goals of your ministry site (please refer to any Strategic Plan that has been adopted).

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?

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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.	☐	☐	☐	☐	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

	A LOT LIKE US	A LITTLE LIKE US	A LITTLE LIKE US	A LOT LIKE US	
We welcome ideas that are provoking and challenging.	☐	☐	☐	☐	We prefer ideas that are tried and true.
We rely on our leaders for direction.	☐	☐	☐	☐	We rely on group decision-making.
We have learned how to use conflict constructively.	☐	☐	☐	☐	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.	☐	☐	☐	☐	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

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

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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 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?

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	

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DAY PHONE	EVENING PHONE	CELL	FAX

PART III: LEADERSHIP NEEDS

The Leader we Seek

Roster Type:

☐ Associate in Ministry   ☐ Deaconess   ☐ Diaconal Minister

☐ Ordained Clergy   ☐ In Candidacy/First Call

POSITION TYPE: MINIMUM DEGREE REQUIRED: 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

Top Five Ministry Tasks

The five most critical tasks required in this position.

☐ Administration	☐ Building a Sense of Community	☐ 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	☐ 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		

Gifts for Ministry

The five gifts essential in this position, and the five that are very helpful in this position.

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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.	

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.

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B.

C.

D.

E.

Compensation

No

No

PARSONAGE

SOCIAL SECURITY TAX OFFSET

MAXIMUM AMOUNT AVAILABLE FOR DEFINED COMPENSATION

Benefits

No

No

PENSION

MEDICAL

VACATION WEEKS

No

No

SABBATICAL POLICY

PARENTAL LEAVE POLICY

No

ARE BACKGROUND CHECKS REQUIRED

Professional Expenses

No

No

AUTO / TRAVEL REIMBURSEMENT

PROFESSIONAL EXPENSES ACCOUNT

No

No

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.

Other Supporting Resources

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

Mission and Vision statement of the congregation or organization	**No**
Printed history of the congregation or organization	**No**
Strategic Plan: Goals and Objectives	**No**
Budget	**No**
Annual Report	**No**

Position description: Duties and Responsibilities   **No**

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 creatively promote and commend your ministry possibilities.

PART V: COMPLETION OF PROFILE

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:

Call Process Contact Person

NAME	TITLE
OFFICE PHONE	E-MAIL

Reference's Recommendation

NAME	E-MAIL
DAY PHONE	EVENING PHONE
CELL	FAX