

Appendix 4B: Submitting your Ministry Site Profile to the ELCA

After the MSP conversation with the bishop, you may go back to the MSP on the ELCA website and make any changes or edits to the document. Go back to Account Access to edit the existing MSP. Be sure to save your work.

The last two items on the MSP ask for your Call Process Administrator and Reference's Recommendation.

- The Call Process Administrator you should list is the Bishop's Assistant who is working with your call process.
- The person you list in the Reference's Recommendation will be asked to complete a recommendation for your congregation (see below).

When you are finally ready to submit your MSP to the ELCA, click the Submit button at the very end of the form. You and the synod's Director of Roster and Call Process will receive an email confirming that the MSP has been received.

The MSP does not become active in the Mobility Database System until the bishop has approved it and the *Reference's Recommendation* form has arrived.

Your MSP will remain active in the system until you request that it be archived, or synod staff determines that it should be archived, or a year has elapsed since it was first submitted.

There are two supporting forms: the *Reference Recommendation* (required) and *Seven Reflections on Ministry and Context* (optional).

- *Reference Recommendation* (required)
You are required to have someone from outside your congregation or church-related organization who knows your ministry site well complete a recommendation form about your characteristics and ministry. Before having a Reference Recommendation form sent to them, you should first secure their willingness to do this. Then return to Call Process Online and login to your MSP Status page. Click on "Request a Reference Recommendation" and 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 MSP. The form is considered confidential. If you would like to review it, please ask your reference for a copy.
- *Seven Reflections on Ministry and Context* (optional)
You may choose to enhance your MSP by providing additional information on the Seven Reflections form. The form is listed immediately alongside the Reference form (see above). Once submitted it automatically attaches to your MSP.