Appendix 3B: The Ministry Site Profile

The Ministry Site Profile form (MSP) provides congregations a single, common form to use to describe their mission and their search for a rostered minister.

The MSP is filled out by leaders with the congregation or organization, under the guidance of the synod bishop or synodical staff. Once completed and submitted, the MSP will be stored with the ELCA's mobility database. "Ministry Opportunities" make it possible for rostered ministers and others to search the database of MSPs to learn of ministry openings, to read a basic snapshot of information about each opening, and to learn about the appropriate contact person for each call process.

The MSP and Mobility Database System are designed only for searches for those rostered in the ELCA. It is not intended for searches for other church workers, including lay professionals, non-rostered musicians or program directors.

Steps for use of the Ministry Site Profile

1. You will be required to create an account and to give other identifying information in order to access the Ministry Site Profile. Go to www.elca.org/call-process, choose Ministry Sites, then Ministry Site Profile, then choose Access Account to access the Ministry Site Profile and supporting forms.
2. The MSP is a web-based form. Please **save your work** as you proceed.
3. When the MSP is complete, be sure to click **Submit** to send it to the ELCA. Click on the "Download PDF" link and save a PDF version to your computer. You can also print a copy for your records.
4. You will receive an email confirming that the MSP has been received.
5. The MSP does not become active in the system, however, until the synodical bishop approves the MSP and allows it to be posted.
6. You can go to "Access Account" on the website in order to monitor the status of your MSP and access the supporting forms (the Reflection and Reference forms).
7. If you wish to update your information, go to "Access Account" to edit the existing MSP and re-submit it.
8. If your ministry site has more than one opening to be filled by a rostered leader, you must complete a new MSP to reflect this second position and then submit it.