



## Call Process Manual – Step 3 – Completing the Ministry Site Profile

### Developing the Ministry Site Profile (MSP)

Development of the Ministry Site Profile (MSP) prior to the calling of a new pastor is helpful in at least three ways. First, it provides the call committee with basic information and description of leadership strengths and needs which will guide their work. Second, the profile will assist the synod office in recommending candidates to be considered by the call committee. Third, it provides a picture of the congregation for the candidates as they consider serving the congregation.

The purpose of the MSP is to enable the elected lay leaders of the congregation to review the congregation's life and mission as the Church, the body of Christ; evaluate the congregation's present strengths; identify specific areas where the congregation needs to strengthen its ministry; specify resources necessary to fulfill the mission of the congregation, including special mission tasks in the parish community; arrive at a current understanding of the mission of the congregation; identify the gifts that are most important for the next pastor to possess.

There are four different audiences who will use the MSP in different ways in the process:

1. The call committee will use the MSP as they meet and consider candidates; the profile represents the thinking of the whole congregation;
2. Pastors who are recommended to and being considered by your call committee will use the MSP as a way of getting an overall picture of your congregation;
3. Congregation itself can use the MSP as a basis for deciding whether to call a pastor recommended by the call committee; and
4. Synod staff will use the MSP as a guide for deliberation before making recommendations to your congregation's call committee.

### Completing the MSP

Allow adequate time to thoroughly complete the MSP. Write it carefully, as if the whole world will read it. Steps for use of and some helpful tips on filling out the MSP and be found on the ELCA's web site (see **Resources** below). Click on the Ministry Site Profile (MSP) link to find a sample.

The MSP has five parts:

- **Part I – Who We Are (Items 1-5):** To assist in completing this part, go to [www.elca.org](http://www.elca.org), click on "Find a Congregation" at the right in the black bar at the top of the page, type in a zip code, and search. Select your congregation from the list at the right. You may also access a full trend report on the screen for your particular congregation.
- **Part II – Our Vision for Mission (Items 6-9):** This part should be answered by the call committee plus the congregation. Broad participation is needed to ensure that the characteristics identified reflect the opinions of the whole congregation. The congregational survey form (see **Resources** below) is a useful tool to assist you in completing this section.
- **Part III – Leadership Needs (Items 10-17):** This part should be answered by the call committee plus the congregation. Broad participation is needed to ensure that the gifts for ministry identified reflect the opinions of the whole congregation. The congregational survey form (see **Resources** below) is a useful tool to assist you in completing this section. Compensation guidelines may be found on the synod's web site.
- **Part IV – Commentary** (Item 18, Seven Reflections, is optional.)



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- **Part V – Completion of Profile (Items 19-21):** Please contact the synod office if you have any questions before submitting the completed MSP.

## Portico Benefit Services

Current contribution rates can be downloaded from the Portico Benefit Services web site (see **Resources** below). Contribution rates are different depending on the location. Please refer to the information for Southwestern Minnesota Synod (3F). Additional Pension and Tax information is also available on the Portico Benefit Services web site.

## Congregational Family Systems

One tool for better understanding your congregation is the congregational family systems. This is a way of understanding the dynamics that happen in your congregation, including relationships, decision making, role of the pastor(s), role of the members, etc. Congregational family systems groups congregations according to their worship attendance. Although not every congregation has all the characteristics of the family system in which it falls, most do. This is provided for you as a tool as you continue to examine the vision and ministry of your congregation.

### **Patriarchal/Matriarchal (under 50):**

- Family church – personal ownership
- Clergy for traditional pastoral care
- Very high pastoral turnover
- Often survive by not taking pastors seriously
- Toughest place for new pastors right out of seminary

### **Pastoral (50-150):**

- Pastor is central
- Pastor must delegate...or else
- Formula size for clergy burnout
- Expectations high, personal
- Oppressive time demands on pastor
- Growth often depends on popularity of pastor
- Hard on pastor's spouse and children
- Most churches this size

### **Program (150-350):**

- Many leader cells – many programs
- Lay leadership vital
- Clergy still central, but role shifts
- Administration: recruiting, planning, training, evaluating, coordinating
- Pastor has little time for “just stopping in for coffee in the kitchen”
- Pastor helps people arrive at consensus
- Pastor also motivator, trust builder

### **Corporate (350 or more):**

- Quality of worship high priority
- Music program top-notch
- Head of staff spends quality time on sermon prep and worship planning
- Has head pastor as symbol of unity and stability
- More complex than program church
- Multiple staff collegial, yet diverse
- Staff must have fun working together
- Leaders generate energy, momentum

## **Resources**

- +3A – Sample MSP Form (link) – [www.elca.org/call-process](http://www.elca.org/call-process) – sample forms listed at the right
- +3B – Congregational Ministry Site Characteristics Survey
- +3C – Portico Benefit Services Calculators (link) – <https://employerlink.porticobenefits.org/Home/Resources/Calculators.aspx>

*Note: All resources will be provided by the synod office and are available under Call Process Manual at [www.swmnelca.org](http://www.swmnelca.org).*