



USING THE MOBILITY DATABASE SYSTEM

A Guide to the MSP for Lay Leaders in the ELCA

*A Guide to assist
Congregational leaders (Call Committee and Council leaders) and
Leaders in Church-Related Organizations (Search Committees)*

WELCOME

Call Process is a partnership of common purpose as ministry sites, rostered leaders, synod bishops and churchwide offices find ways to mutually cooperate and coordinate their efforts in the call process. This Guide is intended to help all parties to this important work better understand and use the resource that now exists in the "Mobility Database System".

Your access to the Mobility Database System is through the web site "Call Process in the ELCA" (www.ELCA.org/Call). It is a kind of cyber-clearinghouse of tools, resources and information that will prove to be indispensable to you. The site provides:

- **Resources:** helpful articles and information about call process work.
- **Ministry Opportunities:** a searchable listing of position openings within the ELCA.
- **Call Process Forms:** especially:
 - The *Rostered Leader Profile* for use by pastors, associates in ministry, diaconal ministers, deaconesses and candidates for these four rosters.
 - The *Ministry Site Profile* for use by congregations and church-related organizations seeking to call an ELCA rostered leader.
- **Account Management:** a means to monitor the status of your MSP or RLP.

**BE SURE TO
BOOKMARK**

www.ELCA.org/Call

found on
the ELCA web site
as

**ELCA.org
Growing in Faith
Vocation
Rostered Leadership
Call Process**

MINISTRY SITES

The *Ministry Site Profile* (MSP) provides congregations (single and multiple point parishes) and church-related organizations (schools, social ministry organizations, healthcare institutions, agencies) a single, common form to use to describe their mission and their search for a rostered leader.



The MSP is filled out by leaders within the congregation or organization, using the guidance of the synod bishop or staff. Once completed and submitted, the MSP will be stored within the ELCA's new mobility database. [Ministry Opportunities](#) (a page within *Call Process in the ELCA*) makes it possible for rostered leaders 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 within the ELCA. It is not intended for searches for other church workers, including lay professionals, non-rostered musicians or non-rostered program directors.

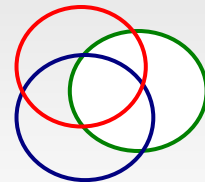
STEPS FOR USE OF THE *MINISTRY SITE PROFILE*

- Go to [Call Process Forms](#) on the web site.
- You will be required to open an account (create an ID and password) and to give other identifying information (the profile) in order to download a MSP.
- The MSP is a Formatta form. The option to download Formatta is on the forms page.
- The MSP will reside on your computer while it is being completed. You should take care to save your work and your password as you proceed.
- When the MSP is completely done, follow the directions to
 - save your work to your computer,
 - print a copy for your records,
 - date your MSP,
 - lock the form with a password,
 - and, with the computer connected to the internet, submit your form to the Mobility Database.
- You will receive an email confirming that the MSP has been received.
- The MSP does not become active in the system, however, until the Synodical Bishop approves it and allows it to post to the system.
- You can, as needed, go to [Access Account](#) on the web site in order to
 - monitor the status of your MSP,
 - request a copy of your current MSP in order to edit it for re-submission,
 - request a copy of the supporting forms for the MSP (the *Reflections* and *Reference* forms), or to
 - request that your MSP be archived within the system.

Discernment and Reflection within the MSP & RLP

Congregations and organizations are asked to reflect on their *Mission* – which is identified by prayerful reflection on the places where they experience a convergence of their:

Identity & Purpose
Gifts & Resources
Context & Needs



Similarly

Rostered Leaders are asked to reflect on their *Calling* – which is understood as the faithful stewardship of their

Passions & Commitments
Gifts & Talents
Context & Preferences



- If you wish to update an existing MSP, you may edit the copy on your computer and re-submit it. You should also go to [Access Account](#) to request that the previous MSP be archived so as not to have this older copy active in the system at the same time.
- If your ministry site has more than one opening to be filled by a rostered leader, you may edit your existing MSP to reflect this second position and then resubmit it. If you need a blank MSP in order to describe this second position, go back into the system (using the same ID/password as before) and download a fresh MSP.

SOME TIPS ON FILLING OUT THE MSP

- All the information that will appear within your listing on [Ministry Opportunities](#) is drawn from your entries on the MSP. Write the MSP carefully, as if the whole world will read it.
- Congregations are expected to fill out the entire MSP. Church-related organizations may, with the concurrence of the bishop, only complete Parts 1-4 and 8-19.
- Involve as many people as possible at your ministry site in thinking and writing about the questions of Identity/Purpose, Gifts/Resources, and Context/Needs. Begin every conversation with Bible study and prayer.
- The most important questions are the narrative questions. Give them a lot of thought, especially question 8 which will be publicized within [Ministry Opportunities](#).
- Be clear and specific. Use the multiple choice options and narrative sections to focus the description of your site rather than to speak broadly or generally.
- Be certain to learn from your synod staff the name and contact information that you should use to answer question 20.
- If you are a part of a multiple-point parish, the MSP can be used to describe individual congregations within the parish (choose "congregation" on p.1 of the MSP) or used to describe the entire parish (choose "multiple point parish" on p. 1). In either case be sure to clarify your cooperative arrangement on p. 13.

STAYING ACTIVE IN THE DATABASE

MSPs remain active in the database system until:

(1) the user requests that their forms be archived (using "Access Account"), (2) the bishop determines that the account needs to be archived, or (3) one year has elapsed (at which time automatically generated emails will request that the MSP be updated and submitted for re-approval).



TWO SUPPORTING FORMS

- **Seven Reflections**: You may choose to enhance your MSP by providing additional information on the *Seven Reflections* form. The form can be downloaded at [Access Account](#) on the web site after the MSP has been submitted. While the form is optional, some synods may elect to require that one or more of the questions be completed. *Seven Reflections* is a Formatta form.
- **Reference Recommendation**: Each ministry site is required to provide an outside reference who will complete a recommendation form. The form contains within it the "Ministry Site Characteristics" survey just as the MSP also contains, creating an opportunity for the rostered leader to pursue some comparison and conversation. You can download the form by going to [Access Account](#) after the MSP has been submitted. The form is then emailed to the reference as an attachment. The *Reference Recommendation* form is a PDF form, requiring the use of Adobe Acrobat. The reference submits the form by clicking the "Submit" button at the end of the form. Use [Access Account](#) to monitor the arrival of this reference form.

Potential Benefits of the Mobility Database System

- Forms invite creativity and initiative.
- Greater transparency to the call process.
- Energy focused on mission, calling, giftedness and context.
- Partnership of common purpose among sites, leaders and synod.
- Leadership can be identified, rewarded and encouraged.
- Speed, accuracy and efficiency.

LIBRARY OF RESOURCES

The call process web site contains a number of documents that you may find helpful as you seek to understand and prepare for your search for call. Take the initiative to read and learn from these resources in order to improve your experience of call process.

The Mobility Database System is a complex array of programming and protocols. As we constantly seek to improve how it looks and functions, you are encouraged to offer your comments and concerns.

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