

# Galilee Lutheran Church MET Report

October 2011



## MET Members

Denise Arzberger

Barb Barthel

Daryl Berg

Bill Braunschweig

Lisa Brooks-Rashka

Phil Godden

Dave Groth

Jennifer Hintze

Bill Katt

Michael Olson

Jill Plesh

Sarah Spencer

Pastor Diane Olson

## Mission & Vision

### Mission Statement

Witnessing to God's love and grace in Jesus Christ for all people through prayer, worship and service

### Vision Statement

Galilee is an Oasis where we, as disciples of Jesus Christ, invite and welcome others to receive refreshment, share God's word, water, bread, and wine with each child and adult, friend or stranger, so that all who are or may become part of this community of faith are nourished, equipped, and sent spirit-led into the wilderness journey of life. As disciples, we will pray daily, worship weekly, study the Bible, learn to love each other, serve others through committing personal time, talents, and resources, and seek life transforming experiences. Thus equipped, we boldly send the baptized from our Oasis into the world in order to compassionately share the power of Jesus Christ with others.

## Giftedness

Our gifts and resources for fulfilling this purpose include:

1. A vibrant community of caring individuals eager to grow in Christ and take an active role in the life of the congregation
2. An effective group of coordinators and volunteers
3. A self-aware congregation eager to make changes to increase our impact in our community and the world

## Our Top Priorities Are:

### 1. **Build a Staff**

We look forward to calling a pastor and supporting him/her with a new youth/family director, a reconfigured parish nursing program, a strong church administration team, and eager lay support.

### 2. **Stretch and Grow our Ministries**

Galilee is looking to expand our youth/family ministry, involving and serving our seniors, and making worship a refreshing and inspiring experience for all generations.

### 3. **Create Stronger Partnerships**

We are active locally, and globally in El Salvador and Tanzania, as well. Our outreach is important to us, and we desire to increase or effectiveness in this area.

## Summary Description

Galilee desires to call a pastor who will be supported by a youth/family director, music staff, church administration staff, and lay support. We look forward to working with a pastor who will shepherd us spiritually, and lead us as an organization as we grow into the equipping Oasis in our Vision Statement.

## Goals

### IMMEDIATE

1. **Adopt a Galilee Employees Manual**
2. **Adopt a Galilee Youth Safety Policy**
3. **Communicate the Descriptions of Galilee's Ministries and the Roles & Responsibilities of Key Lay Leaders**
  - Within the next 3 months, make available to all Galilee members and visitors the updated descriptions of our Ministries. Any or all of the following means may be used to distribute these: Website, Newsletter, Galilee Pamphlets or Bulletin Boards.
  - Make available to Galilee members the roles and responsibilities (job descriptions) of key Lay Leaders.
4. **Create a Youth Time & Talent Sheet**

Create a special Youth Time & Talent Sheet to distribute with the upcoming Stewardship campaign. The Youth Time & Talent sheet will be divided into age groups from 4th – 8th grade, providing serving opportunities appropriate for each age group.

### SHORT TERM

1. **Update the Galilee Constitution, By-laws, and Continuing Resolutions**
2. **Set up a Financial Audit Team**
3. **Increase transparency of financial reporting in order to ensure that the congregation clearly understands individual giving unit contributions and corresponding Galilee disbursements.**
4. **Improve Galilee's New Member Programs**

Within the next 6 months, institute a program designed to assimilate new members into the church community. The program will incorporate many or all of the following:

  - Formal introduction of all new members when they join Galilee
  - Formal profiles of all new members included in the Galilean Newsletter and posted in the narthex.
  - Discipleship 101 (New Member) Class
    - Ensure the class introduces the ministries offered at Galilee.
    - Conduct one-on-one interviews with all new members either during or immediately after the Discipleship 101 class, in order to understand their strengths and interests and have them fill out Galilee's Time & Talent sheet. The goal will be to have all new members immediately involved in at least one Galilee ministry.

- Create opportunities for new members to connect and encourage fellowship with new and current members of Galilee.

## 5. Focus on Children, Youth and Families

- Call a new Director of Youth and Family Ministry
- Create a team to assist with Youth administration work
- Renew Sunday School
  - Utilize and continually review rotation itinerary centered with the Bible, Jesus in His Ministry, and our Christ-centered lives today.
  - Divide Sunday School staffing responsibilities to engage more members in the outreach of the Sunday School Program.
  - Disseminate the themes and religious values of the lessons to the children through the teachers and staff, and build personal relationships through the teachers and the Class Shepherds. Interaction by all is important in the class setting.
  - Utilize ways to bring the life of faith not only in the class but also taking it home to share with their families to develop and engage in faith-filled conversations. Develop family devotions and traditions, and build a Christ-centered life of family service to each other, Galilee Lutheran Church, the community, and globally.
  - Re-establish 7th and 8th Grade Sunday School for 2011-12 by offering a class to be led by the four Galilee member Pastors with the theme of Reform Traditions. The Sunday School class will be a requirement for the 7th and 8th Grade Confirmation Program. In February 2012, review the class and evaluate the Reform Traditions curriculum.
- Renew Confirmation Program
  - Review and re-define the requirements, goals, and curriculum.
  - Seek facilitators to assist the Pastor-led program, and seek mentors to work individually with the young people and their families in developing their faith.
  - Establish guidelines for the mentors' participation.
  - Throughout the Confirmation year, review and re-evaluate the program and procedures and requirements, and consider any future changes.

- Cross+Generational Education
  - Encourage participation in this education opportunity to be held in the Adult Education hour.
  - Sunday School classes will participate, and it will be a requirement for the 7th and 8th Grade Confirmation.
  - Seek ways to engage the High School student, Sunday School parents and grandparents, and all adult members of Galilee.
  - The theme will be My Church – Galilee Lutheran Church, as various aspects of life, ministry, and outreach are shared.
  
- Continuation of the Education Team
  - The Education Team established in May of 2011 consists of the Youth Director, Adult Education Facilitator, Sunday School Director, Confirmation Facilitator, Discipleship Coordinator, and the Galilee Lutheran Church Pastors.
  - Education Programs will be reviewed and agendas shared to keep abreast of the education offered, allowing us to evaluate the effectiveness and possibility or need for change or revision.
  
- Interaction With Other Congregations

Network with other congregations in the area, within the Greater Milwaukee Synod, and those we may be familiar with to seek input, ask questions and review their Christian Education programs. We can learn from others.
  
- Involve all Ministries and Committees
  - Hold a Committee Goal Planning Night before Year End to identify actions that will make Galilee more Youth Friendly.
  - Each Coordinator to look for 3 Youth oriented activities for their board to work in the next 12 months.

## **LONG TERM**

### **1. Create a more Youth Friendly Congregation**

- Leadership Board and interim Youth Team identify opportunities with other ministry teams: Hospitality, Connecting, Mentoring, Worship, and Discipleship
- Youth and Ministry teams conduct joint meetings and create 12 month plan
  - Execute 5 events /changes by April 2012
  - Execute 5 additional events/changes by September 2012
  - Reduce average age in weekly worship by 5% in the next 4 years!

### **2. Within the next 3 years, increase the percentage of active members.**

- Increase average church attendance by 10% year-over-year for the next 3 years.
- Increase the number of members participating on church committees and all activities by 10%.
- Increase participation of new members in activities and committees by 10%.
- Increase the number of Time & Talent sheets filled out by 10%.
- 100% contact with members who completed a Time & Talent sheet.
- A line will be added to the Galilee Annual Report recording the number of members participating in committees and activities. Members will be counted only once.

### **3. Assess Worship Needs**

As indicated in the congregational survey, there is a need to assess and possibly change the following:

- Style of music (some members like traditional music; others are looking for contemporary music)
- Number of services
- Time & Talent sheets regarding lay help for worship

### **4. Senior Ministries**

Maintain the senior ministries and program participation at its current level based on total members participating and number of programs.

## Summary of MET Process and Timeline

The Mission Exploration Team was called, formed, and convened on February 23, 2011, to review the ministry of Galilee Lutheran Church with the purpose of seeking a Senior Pastor for our Congregation.

We held individual meetings with our Pastors, Parish Nurse, Youth Director, Music Staff members, and Administrative Assistant to discuss our strengths and weaknesses as a Congregation and determine how they were able to utilize their talents and time, and identify areas of ministry they felt we should continue, stop, or start at Galilee. We met with the Thursday morning Bible Study Group to discuss what Galilee wanted in a Pastor, and utilized the study guide in the The Lutheran magazine entitled "Call Process; It's not speed dating". Individual conversations took place with Galilee members as well as community leaders.

To accomplish our goals, it was important to have input from all of our congregation members, and we scheduled various opportunities throughout the process:

- Recognition of the History of Galilee Lutheran Church through discussions and sharing time at a Potluck Dinner and subsequent Adult Education Hour
- Two Congregation Surveys
- Initial Town Hall Meeting to share the status of the MET Process and allow for feedback by members
- Second Town Hall Meeting to share the Survey findings and offer alternatives for our future staffing opportunities. Smaller breakout group meetings were then held to share thoughts and seek input and suggestions for our future

### TIMELINE

**February** - METeam formed. METeam met with Synod Assistant to the Bishop. METeam set up meeting dates and spent time getting to know each other.

**March/April** - Set up a list of tools we could use in our process and began to document the timeline of our congregation's history.

**May** - History Event. The whole congregation was invited. We discussed the history of the church -- first, at an evening potluck, and again during Adult Education hour the following Sunday. Created Congregational Survey.

**June** - Congregational Survey was distributed; Coordinators were also given Survey. METeam members interviewed staff one-on-one.

**July** - Survey results were compiled. Ways to present the Surveys were discussed. Townhall meeting held with congregation to provide update on the MET process.

**August** - Survey results were presented to the congregation. Small group discussions occurred following the presentation, giving members an opportunity to give their feedback about the Survey.

**September** - Mission Site Profile and M E T report were compiled.

**October** - M E T report distributed and presented to congregation.

## **Additional Notes and Comments**

Throughout this process we were seeking wisdom, positive perspectives, and constructive criticism to allow us to discern the thoughts and sentiments of the congregation, and recognize and acknowledge the strengths of all areas. It was never our intent that individuals, groups, or ministry areas be hurt or offended through this process.

It has always been our goal to renew and strengthen Galilee Lutheran Church throughout the Mission Exploration, and within all members of the Congregation.

This has allowed us to reflect on where we are and where we want to be in the future. It affords us an opportunity to look at ourselves and our goals, and to provide the Call Committee and our Synod with the information we feel is important and the gifts we seek for calling a Senior Pastor at Galilee Lutheran Church.

All the members of the team give thanks to those who completed the Congregational Survey and/or participated in one-on-one interviews. Through your help, and with God's guidance, we were able to complete this task.



Evangelical Lutheran  
Church in America

God's work. Our hands.

# MINISTRY SITE PROFILE

**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 (Associate in Ministry, Deaconess or Diaconal Minister) of the Evangelical Lutheran Church in America or First Call candidates for rostered ministry. Congregations must complete the entire Ministry Site Profile. Church-related organizations may, with the concurrence of the synod bishop, complete only the required sections ( 1- 4 and 8 - 19). Once complete, this form is submitted electronically to your synod bishop for review and posting to the "ministry opportunities" listing on the ELCA web site.**

## PART I: WHO WE ARE

Date Completed:

### 1. NAME AND LOCATION

CONGREGATION     MULTIPLE POINT PARISH     ORGANIZATION

Name:  Congregation ID:

City:  State / Province:  ZIP / Postal Code:  Country:  U.S.  Canada

Synod:  Year Organized:

Type of Ministry Site (select one):  Size of Community:

### 2. CONTACT INFORMATION

Mailing Address:

City:  State / Province:  ZIP or Postal Code:  Country:  U.S.  Canada

e-mail address:

Web site:

Phone:  FAX:

#### Chairperson of Congregation or Head of the Organization ( preferred contact information )

Name:

Address:

City:  State / Province:  ZIP or Postal Code:  Country:  U.S.  Canada

e-mail address:

Day Phone:  Evening Phone:  Cell:  FAX:

#### Chairperson of Call or Search Committee ( preferred contact information )

Name:

Address:

City:  State / Province:  ZIP or Postal Code:

e-mail:  Country:  U.S.  Canada

Day Phone:  Evening Phone:  Cell:  FAX:

### 3. DEMOGRAPHICS

#### Languages spoken

In the congregation / organization

Primary language:

Second language:

Third language:

#### In the surrounding community

#### Race / Ethnicity

Largest   %

Second   %

Third   %

Fourth   %

Please explain 'OTHER' ethnicity.

#### Gender comparison \*

% Male  % Female

#### Age distribution \*

% 19 years or younger  % 20 -34  % 35 - 49  % 50 - 65  % over 65

#### Number of Paid Staff ( Number of full or part time paid staff of the congregation or organization. )

Clergy	2	Secretarial Support	2
Lay Rostered		Custodial Support	
Other Lay Professionals	2	Other	3

#### Enter the following congregational information.

Average weekly worship attendance	151 - 250
Average attendance in Christian education	76 - 100
Parish type:	Single site

#### Indicate the distance members live from the church facilities

1/2 mile or less	5 %	1 - 3 miles	15 %
1/2 - 1 mile	15 %	More than 3 miles	65 %

#### Community Type ( Check any that apply. )

- Bedroom community  College or University  Farming
- Industrial  Inner City  Mining / logging
- Ranching  Resort  Retirement

#### 4. BUDGET OF THE CONGREGATION / ORGANIZATION

Last fiscal year : 2010

Total budget for the last fiscal year	\$476,911	Total debt of the congregation/ organization at the end of the last fiscal year	\$896,000
Mission Support to the ELCA / synod for the last fiscal year	\$26,000	Total savings, reserves, endowment at the end of the last fiscal year	\$60,000

#### 5. TRENDS IN THE COMMUNITY CONTEXT OF THE CONGREGATION OR ORGANIZATION

Please give a short answer to the following questions. ( approx. 150 words maximum )

##### 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 ( available at [www.elca.org/research](http://www.elca.org/research) ) for your primary ZIP codes may be helpful.

Rated by Business Week as the best affordable suburb in 2009, Pewaukee is located just off I-94 west of Milwaukee. This Lake-country community boasts one of the top 450 High Schools in the nation making the area attractive to families. These features have prompted a 20% population increase over the last 10 years.

Top careers in the area include: management/professional 35%, sales/office work 32%, and production/transportation 13%.

##### 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.

Our local economy has begun to recover and the unemployment rate is 7.10% comparing favorably to the national average of 9.10%.

Population growth has prompted a need to expand the local high school and the community agreed to support the expansion passing a referendum in November of 2010.

Increased use of Pewaukee Lake facilities has created an expansion in area restaurants and retail as well as water activities like boating.

##### Trends

List three changes or trends within the congregation or organization which have occurred in the last three to five years. ( If this profile is about a congregation, the Congregational Trend Report ( available at [www.elca.org/research](http://www.elca.org/research) ) may be helpful to you.)

Recently our congregation experienced an unusual amount of staff change with our Senior Pastor and Youth Director leaving Galilee and joining the Greater Milwaukee Synod Staff. Also, we recently found out that ProHealth has eliminated the Parish Nursing program removing another staff member. Although all are dearly missed, we look forward to rebuilding.

Throughout the staff changes our congregation has continued to support the church with their contributions and we ended the Summer stronger financially showing a surplus against our budget. We also continue to find opportunities for growing our mission outreach.

Another exciting trend was expanding Youth involvement in our Cross+Generational, mission trips, and music programs. Our past Youth Director's role was expanded to include Youth and Family Ministry. Her achievements in this area encouraged the Synod to hire her to bring the same growth to all Milwaukee Synod congregations.

## **Programs**

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

There are three worship services each weekend with a informal service Saturday evening, a traditional service early Sunday morning and a service late Sunday morning. In the future, we would like to bring more contemporary music into one or several of these services. We have an active relationship with our urban partner congregation in Milwaukee, St Paul's. We have a close relationship with Lutherdale including benevolence, pulpit exchange, and sending a good number of campers and counselors every Summer. Our congregational leadership includes a Leadership Board and Ministry Coordinators working with volunteers in 10 distinct ministries. We also sponsor and support refugee families from Myanmar.

## **Goals**

If there is a Strategic Plan in place for the congregation or organization; what are the primary goals to which you are committed?

Prior to the MET process we did not have a current Strategic Plan. However, the MET and congregation have created a set of goals with immediate, short term, and long term time frames.

Our three goal areas are:

1. Build a Staff
2. Stretch and Grow our Ministries
3. Create Stronger Partnerships

We are excited to note that progress against these goals has already begun!

## **Energy**

What is your congregation or organization really excited about right now?

Our congregation has been able to express their thoughts and opinions through the MET process. In doing so our committees have been able to make immediate positive changes to our programs and consider future changes and opportunities. We are excited to finish the process and call a new Pastor!  
Another recent bright spot has been the increased momentum in our Youth Ministries.

## **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?

We have participated in various workshops, seminars and presentations offered by the greater Milwaukee synod and ELCA. We have also been able to provide financial support to the Synod/ELCA.

We also have partnerships with the following

~Urban partners: St. Paul's Lutheran in Milwaukee

~Global partners: Los Martires of the Community of Monsenor Romero in El Salvador & Ndoombo Parish in Meru Tanzania

~Local partners in the Lake-country Cluster

~SOPHIA, Hope Center and Pewaukee Food Pantry

~Pewaukee Ministerium

~Interchurch Lay Council

## PART II: OUR VISION FOR MISSION

### 6. MINISTRY SITE CHARACTERISTICS

*As you think of your congregation or organization and the way it tends to live out its corporate life and pursue its mission, what tends to characterize your life together? You may make only one selection in each of the comparisons below or you may leave the line blank if this item does not apply to your ministry site.*

#### 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.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	We tend to be informal and spontaneous.
We have clearly defined goals and plans for our future.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	We have no stated goals or plans.
We are racially and economically diverse.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	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.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	We prefer ideas that are tried and true.
We rely on our leaders for direction.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	We rely on group decision-making.
We have learned how to use conflict constructively.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Our facilities are only used for our activities.
We train people to minister outside our walls.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	We train people to minister inside our walls.
We focus on ideas and beliefs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	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 identity and practice.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	We are less obvious about our Lutheran heritage.
We participate in synod and ELCA activities.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	We are not very active in the synod and ELCA.
We focus on Biblical studies and doctrine.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	We focus on contemporary issues and topics.

## **7. PURPOSE, GIFTEDNESS AND MISSION**

*The mission of a congregation or organization is found at the intersection of its purpose, giftedness and context. That is, a clear sense of mission will grow directly out of an assessment of your identity and purpose, your resources and gifts, and your understanding of the needs and trends within your community. Please offer thoughtful responses to the following questions. ( Approximately 250 words maximum )*

### **Purpose**

How does this congregation or organization understand its reason for being in light of God's call to mission and service? Who are you? Why are you here? ( You may wish to refer to your congregation's or organization's Mission or Vision statements. )

~Galilee is an Oasis where we, as disciples of Jesus Christ, invite and welcome others to receive refreshment, share God's Word, water, bread and wine with each child and adult, friend or stranger so that all who are or may become part of this community of faith are nourished, equipped and sent spirit led into the wilderness journey of life.  
~As disciples, we will: pray daily, worship weekly, study the bible, learn to love each other, serve each other through time, talents and resources, and seek life transforming experiences.  
~Thus equipped we will boldly send the baptized from our Oasis into the world in order to compassionately share the power of Jesus Christ with others.

### **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?

Our gifts and resources for fulfilling this purpose include:  
~A vibrant community of caring individuals eager to grow in Christ and take an active role in the life of the congregation  
~An effective group of coordinators and volunteers  
~A self-aware congregation eager to make changes to increase our impact in our community and the world

## **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?

Our top priorities are:

~Build a Staff

We look forward to selecting a pastor and supporting that role with a new full time youth/family director, a reconfigured parish nursing program, strong church administration team, and eager lay support.

~Stretch and Grow our Ministries

Galilee is looking to expand our youth/family ministry, involving and serving our seniors, and make worship a refreshing and inspiring experience for all generations.

~Create Stronger Partnerships

We are active locally, and globally in El Salvador and Tanzania. Our outreach is important to us and we desire to increase our effectiveness in this area.

## **8. SUMMARY DESCRIPTION**

Please describe your ministry setting and position opening in 75 words or less. This is the brief description that will be publicized.

Galilee is looking for a solo pastor who will be supported by a youth/family director, music staff, church administration staff, and lay support. We look forward to working with a pastor who will shepherd us spiritually and lead us as an organization as we grow into the equipping Oasis in our vision statement.

## 9. REFERENCES

*In addition to your synodical bishop, please list four people who know your congregation or organization well and who would be willing to share their perspective on the life and ministry of the congregation or organization. One reference should be a person who is currently a member or employee/client; one reference should be someone from the community who is able to regularly observe your ministry; and one should be an ordained ELCA clergyperson.*

### Synodical Bishop

Name:

Synod

Day Phone:  Evening Phone:  Cell:  FAX:

e-mail:

### Someone from inside the congregation or organization

Name:

Organization and Title

Day Phone:  Evening Phone:  Cell:  FAX:

e-mail:

### Someone from outside the congregation or organization

Name:

Organization and Title

Day Phone:  Evening Phone:  Cell:  FAX:

e-mail:

### A member of the ELCA clergy roster

Name:

Organization and Title

Day Phone:  Evening Phone:  Cell:  FAX:

e-mail:

### Anyone else who knows your setting well

Name:

Organization and Title

Day Phone:  Evening Phone:  Cell:  FAX:

e-mail:

### **PART III: LEADERSHIP NEEDS**

Use this section to describe both the gifts for ministry and the style of leadership that your position requires.

#### **10. THE LEADER WE SEEK**

Roster type: ( Check all whom you would be open to interviewing )

- Associate in Ministry       Deaconess       Diaconal Minister  
 Ordained Clergy       In Candidacy / First Call

Position type: ( Select the most descriptive option )

Solo Pastor

This ministry position is:

Full time

Education: ( Select the minimum level of education required )

Master's Degree (seminary or graduate school)

Language ( proficiencies preferred )

Primary language: English      Proficiency: Fluent  
Second language:      Proficiency:        
Third language:      Proficiency:     

Experience: ( Select all you would consider for this position )

- 0 - 3 years       4 -9 years       10 -15 years       16 - 20 years       21 + years

#### **11. TOP FIVE MINISTRY TASKS** ( Select the five most critical tasks required in this position. )

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Administration       | <input type="checkbox"/> Building a Sense of Community             | <input type="checkbox"/> Campus / Young Adult Ministry    |
| <input type="checkbox"/> Chaplaincy                      | <input type="checkbox"/> Children's Ministry                       | <input checked="" type="checkbox"/> Christian Education   |
| <input type="checkbox"/> Communications / Media          | <input type="checkbox"/> Community Organizing                      | <input type="checkbox"/> Conflict Management              |
| <input type="checkbox"/> Counseling / Social Work        | <input type="checkbox"/> Early Childhood Administration            | <input type="checkbox"/> Ecumenical Work                  |
| <input checked="" type="checkbox"/> Evangelism / Mission | <input type="checkbox"/> Financial Management                      | <input type="checkbox"/> Global Service                   |
| <input type="checkbox"/> Innovation / Creativity         | <input type="checkbox"/> Interim Ministry                          | <input type="checkbox"/> Interpret Theology               |
| <input type="checkbox"/> Inter-personal Climate          | <input type="checkbox"/> Ministry in Crisis                        | <input type="checkbox"/> Ministry in Daily Life           |
| <input type="checkbox"/> Ministry with Seniors           | <input type="checkbox"/> Multicultural Ministry                    | <input type="checkbox"/> Music / Worship / Arts           |
| <input type="checkbox"/> Outdoor / Camping Ministry      | <input type="checkbox"/> Parish Nurse / Health                     | <input type="checkbox"/> Participant in the Larger Church |
| <input type="checkbox"/> Pastoral Care and Visitation    | <input checked="" type="checkbox"/> Preaching / Worship Leadership | <input type="checkbox"/> Public Policy / Advocacy         |
| <input type="checkbox"/> Recruit and Equip Leaders       | <input type="checkbox"/> Self Care / Family Life                   | <input type="checkbox"/> Small Group Ministry             |
| <input type="checkbox"/> Social Ministry                 | <input type="checkbox"/> Spiritual Formation / Direction           | <input checked="" type="checkbox"/> Stewardship           |
| <input type="checkbox"/> Strategic Mission Planning      | <input type="checkbox"/> Teaching                                  | <input type="checkbox"/> Volunteer Coordination           |
| <input type="checkbox"/> Youth and Family Ministry       |  |   |

## 12. GIFTS FOR MINISTRY

Every rostered leader can offer a variety of gifts, skills and personality characteristics that would be helpful in a ministry setting. Identify a maximum of five gifts for ministry that the rostered leader must bring to your ministry setting in the left-hand column. In the right-hand column, identify five more gifts that would be helpful in your ministry setting. ( If your setting is a congregation and your search is for a pastor, this survey of gifts assumes that the pastor is able to offer worship leadership and preaching. )

Top Priority	Our new leader needs to be able to...	Very Helpful
<input checked="" type="radio"/>	Help people develop their spiritual life.	<input type="radio"/>
<input type="radio"/>	Help people understand and act upon issues of social justice	<input type="radio"/>
<input type="radio"/>	Provide care and nurture.	<input type="radio"/>
<input checked="" type="radio"/>	Be active in visitation of members and non-members.	<input type="radio"/>
<input type="radio"/>	Be effective in working with children.	<input type="radio"/>
<input type="radio"/>	Build a sense of community among the people with whom he/she works.	<input checked="" type="radio"/>
<input type="radio"/>	Help others develop their leadership abilities and skills for ministry.	<input checked="" type="radio"/>
<input checked="" type="radio"/>	Be an effective administrator.	<input type="radio"/>
<input checked="" type="radio"/>	Be an effective communicator.	<input type="radio"/>
<input type="radio"/>	Be an effective teacher.	<input checked="" type="radio"/>
<input type="radio"/>	Encourage support of the Church's wider mission.	<input type="radio"/>
<input type="radio"/>	Work regularly in the development of stewardship growth.	<input checked="" type="radio"/>
<input type="radio"/>	Be active in ecumenical relationships.	<input type="radio"/>
<input type="radio"/>	Be effective in working with youth.	<input checked="" type="radio"/>
<input type="radio"/>	Organize people for community action.	<input type="radio"/>
<input type="radio"/>	Be skilled in planning and leading programs.	<input type="radio"/>
<input type="radio"/>	Have a strong commitment and loyalty to the Lutheran Church.	<input type="radio"/>
<input type="radio"/>	Understand and interpret the mission of the Church from a global perspective.	<input type="radio"/>
<input type="radio"/>	Deal effectively with conflict.	<input type="radio"/>
<input type="radio"/>	Bring joy and good humor to relationships.	<input type="radio"/>
<input checked="" type="radio"/>	Be able to share leadership and work in a team.	<input type="radio"/>
<input type="radio"/>	Be creative and innovative about his or her tasks.	<input type="radio"/>
<input type="radio"/>	Be able to use technology and media.	<input type="radio"/>
<input type="radio"/>	Appreciate cultural diversity in language and customs.	<input type="radio"/>
<input type="radio"/>	Have talents in the areas of music, arts and writing.	<input type="radio"/>

### 13. 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 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.
- B.
- C.
- D.
- E.

### 14. COMPENSATION

Indicate the maximum amount that is available for the "Defined Compensation" of this ministry position. Defined Compensation is described by the ELCA Board of Pensions as the gross cash salary paid to the staff member. In the case of clergy, Defined Compensation includes any housing allowance (whether in cash or the annual cash value of a parsonage,) Social Security Tax offset, and/or furnishings allowance if paid directly to the staff member.

You may choose to use the button below to access the ELCA Board of Pensions Defined Compensation calculator in assisting you to determine Defined Compensation.

Parsonage                       Yes  No    (If yes, include the annual dollar value in the "Defined Compensation" below)

Social Security Tax offset     Yes  No    (If yes, include the annual dollar value in the "Defined Compensation" below)

The maximum amount available for Defined Compensation   

### 15. BENEFITS

The ELCA Board of Pensions has complete information about the benefits program of the church at [www.elcabop.org](http://www.elcabop.org) including online calculators to help you estimate costs.

Pension                       Yes  No

Medical                       Yes  No

Vacation weeks:           

( Recommended: Four weeks per year. For an ordained or lay rostered minister in a congregation, this should include four Sundays. )

- Sabbatical Policy  Yes  No
- Parental Leave Policy  Yes  No
- Are Background Checks required?  Yes  No ( *Recommended for all paid staff and key volunteers.*  )

**16. PROFESSIONAL EXPENSES**

- Auto / travel reimbursement  Yes  No  
*( Recommended: Auto reimbursement at the IRS business mileage rate for actual miles driven. )*
- Professional Expense account  Yes  No  
*( A reimbursement account for professional expenses - books, publications, memberships, vestments, uniforms and the like. )*
- Continuing Education  Yes  No  
*( Recommended: Two weeks per year, plus \$700 per year from the congregation or organization and \$300 per year from the rostered leader; funds to be held in a separate account. )*
- First Call Theological Education  Yes  No  
*( Recommended: Meeting synod expectations for First Call rostered leaders to participate in FCTE, including financial support and continuing education time. )*

**Comments**

Please offer any comment or explanation regarding the compensation package, especially as it compares to synodical recommendations or guidelines.

[Professional Expense Account is offered, however it is limited](#)

**17. OTHER SUPPORTING RESOURCES**

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

- Mission and Vision statement of the congregation or organization  Yes  No
- Printed history of the congregation or organization  Yes  No
- Strategic Plan: Goals and Objectives  Yes  No
- Budget  Yes  No
- Annual Report  Yes  No
- Position description: Duties and Responsibilities  Yes  No
- Communications Piece ( publicity, newsletter, etc. )  Yes  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 promote and commend your ministry possibilities. To see some examples, please [click here](#). If your congregation is a part of a Multiple-Point Parish, please [click here](#).*

### **Staff Transitions**

As mentioned earlier, each of the three recently departed staff members left on good terms with the congregation to pursue new opportunities. Pastor Sandy Chrostowski and Youth and Family Director Kate Mattson both went on to larger roles in our synod.

### **Cross+Generational Ministry**

One of the new ministries that the congregation has embraced has been our Cross+Generational programs. Cross+Generational gatherings offer opportunities for Sunday School children, young people, parents and members of all ages to come together to hear about Galilee and our ministries. These are offered several times a year as part of our Adult Education Hour between services on Sunday. Our theme for 2011-2012 is My Church - Galilee.

### **Organization**

We anticipate moving away from our current two Pastors staffing model and calling a solo Pastor at this time. We are reconfiguring Coordinator and Leadership Board responsibilities to reduce administration tasks allowing the Pastor to focus on getting to know the community and leading our efforts to achieve our goals. We will look to quickly call a new Director of Youth and Family Ministries and are willing to consider changing the role from part time to full time. Other options to discuss including adding a church administrator.

### **New Members**

During our time of transition we are pleased to have added over 18 new members to our congregation and to have baptized more than 14 children. We believe that our strong sense of community has attracted these new members.

## 18. SEVEN REFLECTIONS

### [Seven Reflections on Ministry and Context](#)

If you would like to enhance your Ministry Site Profile with additional reflections on several key questions, you may download the extra form.

## PART V: COMPLETION OF PROFILE

### 19. 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:

### 20. CALL PROCESS CONTACT PERSON

Enter the name of the person on the synod staff who is the contact person or call process administrator for your call process. You may need to contact the synod office to verify this information.

Name:

Title

e-mail:

Office Phone:

Click here to allow a change in the CALL PROCESS CONTACT PERSON'S information.

### 21. REFERENCE'S RECOMMENDATION

Please give the name of someone from outside the congregation or organization who has agreed to comment on the life and ministry of this ministry site.

Reference agreeing to do this:

Name:

Day Phone:

Evening Phone

Cell:

FAX:

e-mail:

**Finished!** Thank you for the thoughtfulness and energy you have invested in completing this form. Be certain to **SAVE** your work on your computer and **PRINT** a hard copy for your files. Before submitting this form you must **DATE** and **LOCK** it to prevent accidental or unauthorized changes to your work. After you hit **SUBMIT** you will see a dialog box that confirms that your form has transmitted successfully.

**What to do next:** Once this form is submitted, go to [www.elca.org/call](http://www.elca.org/call) and click on "Access Account" to download your *Reference Recommendation* and *Seven Reflections* forms.