



# USING THE MOBILITY DATA BASE SYSTEM

## A Guide to the RLP for Rostered Leaders in the ELCA

*A Guide to assist Rostered Leaders  
(Pastors, Associates in Ministry, Diaconal Ministers, Deaconesses and candidates)*

### WELCOME

Call Process is a “partnership of common purpose” as ministry sites, rostered leaders and synod bishops find ways to mutually cooperate and coordinate their efforts in the call process. This Guide is intended to help rostered leaders better understand and use the resource that now exists in the “Mobility Data Base System”.

Your access to the Mobility Data Base System is through the web site “Call Process in the ELCA” ([www.ELCA.org/Call](http://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:

- A Library of Resources: helpful articles and information about call process work.
- Ministry Opportunities: a searchable listing of position openings within the ELCA.
- New 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](http://www.ELCA.org/Call)**

found on  
the ELCA web site  
as

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

### ROSTERED LEADERS

The *Rostered Leader Profile* (RLP) is for use by everyone on the ordained and lay rosters of the ELCA, as well as those who are candidates for these rosters. The RLP replaces the *Availability for Call* form. The RLP is intended for use only by those on the rosters of the ELCA (or candidates for these rosters) and not by other church professionals (e.g. non-rostered musicians, youth & family ministers, directors of Christian education etc.).



Once completed and submitted, the RLP will be stored in the churchwide data base. *RLP Search* (a page available only to synod bishops and authorized persons on their staffs) will make it possible to search the data base of RLPs using a large variety of search criteria.

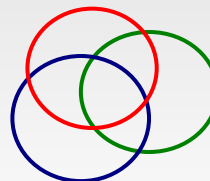
### STEPS FOR USE OF THE ROSTERED LEADER PROFILE

- Go to "Call Process Forms" on the web site to download a RLP.
- Unlike the MSP, you do not need to create an account in order to download a blank RLP. The RLP account is created automatically when the RLP is filled out and submitted to the system. The RLP Account is created using this information from the submitted RLP:
  - your birth date,
  - the last four digits of your Social Security number, and
  - your personal "Leader Key" – an identifying number used by the Office of Secretary for each rostered leader. If you do not know your Leader Key, please contact your synod office.
- The RLP is a Formatta form. The option to download Formatta is on the forms page.
- The RLP will reside on your computer while it is being completed. Take care to save your work as you proceed.
- When you feel your RLP is complete and ready to submit, connect to the internet and click the "Submit" option at the end of the form. Be sure to enter a submit date as well as save, lock and print a copy for yourself.
- Both you and your synod office will receive an email confirming that the RLP has been received.
- The RLP does not become active in the system, however, until the Synodical Bishop approves it and the two supporting forms have also arrived:
  - The "Authorization and Release" (signature) page.
  - The Reference Recommendation form.
- You can, as needed, go to "Access Account" on the web site at any time in order to
  - monitor the status of your RLP,
  - request a copy of your current RLP,
  - request supporting forms for your RLP, or to
  - request that your RLP be archived within the system.
- An existing RLP can be edited and resubmitted. However, a re-submission will require re-approval and a new signed "Authorization and Release" page. Once the new RLP is approved by the Synod Bishop, the previous RLP should be archived.

### 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**



**The MSP and RLP are designed to go beyond previous mobility forms by**

Adding an outside recommendation

•  
Encouraging greater creativity, initiative and reflection

•  
Allowing for flexibility by creating optional components.

~

*Neither form is meant to be so comprehensive as to substitute for conversation, but rather to stimulate conversation.*

## SOME TIPS ON FILLING OUT THE RLP

- Be creative. The RLP gives you the freedom to add comments, share ideas and passions, and present yourself and your gifts. (See especially the "Commentary" section and the optional *Twelve Reflections* form.)
- Be thoughtful. The narrative questions are the most important. It is more important to write clearly and insightfully than to fill the box with words.
- Be honest. It never pays to represent yourself in a way that will not prove to be true over time. You are more likely to match successfully with a site if both you and they are honest about your respective ministry, style and gifts.
- Be specific. Study the list of skills (question 4, p.4) and preferences (question 17, p.14) and focus your answers. Avoid being too general in your responses.
- Seek counsel. Have someone who knows you well review your RLP with you. Ask them to be honest and clear with you.
- Give special attention to how you describe yourself in question 9 (p.8) since this summary will be

highlighted for the Synod Bishops who will read your RLP.

- Never approach a congregation or organization directly about their position without first consulting with their Synod Bishop. Each Synod Bishop has a shepherding role in call process within their synod.

## THREE SUPPORTING FORMS

- ***Authorization and Release:*** You are required to submit a signed copy of the *Authorization and Release* form to your home synod (page 12 of the RLP). This form is not optional. It may be submitted in hard copy, by fax, or as a pdf attachment to an email. A copy of the signed form will be sent to each call committee considering you.

## STAYING ACTIVE IN THE DATA BASE

### **RLPs remain active in the data base 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 RLP be updated and submitted for re-approval).



- ***Twelve Reflections:*** You may choose to enhance your RLP by providing additional information on the *Twelve Reflections* form. The form may be downloaded at "Access Account" on the web site. While the form is optional, some synods may elect to require that one or more of the questions be completed. *Twelve Reflections* is a Formatta form.
- ***Reference Recommendation:*** You are required to provide an outside reference who will complete a recommendation form. The form contains within it a "Gifts Analysis" survey similar to the RLP's "Competencies" listing, creating an opportunity for the ministry site to pursue some comparison and conversation. You can download the form by going to "Access Account". The form can then be emailed to your reference as an attachment. Send them a copy of your *Authorization and Release* as well. 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. The system will record the receipt of the reference form on your Account Status page.

### ***Potential Benefits of the Mobility Data Base System***

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

Rostered leaders who are not currently seeking call might consider completing a RLP and allowing it to reside in the Mobility Data Base System as a sign of their openness to the work of the Holy Spirit.

## 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.

Released March 2009

For assistance in completing your Rostered Leader Profile,  
Please contact your synod's Call Process Administrator:

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