New Rostered Ministers Profile and portal coming soon

Greetings in Christ,

We have exciting news. Based on feedback from synod staff and rostered ministers across our church, **we've made much-needed updates to key parts of the call process portal: the Rostered Ministers Profile (RMP), Office of the Bishop form, Bishop Confidential Recommendation (BCR) and synod portal.**

- The new RMP is easier to navigate, offering enhanced features such as autosave, the ability to view forms within the platform, and a cleaner, more user-friendly layout for both calling organizations and rostered ministers.
- To enhance protection of sensitive information, we're shifting from a short- and long-form RMP to an RMP and Office of the Bishop form. The Office of the Bishop form will contain the needed disclosures and other pastoral information from rostered ministers to synod staff. This change better protects rostered ministers' privacy.
- The content of the BCR has been updated.
- The refreshed synod portal has a streamlined look and feel, improved notifications and a simplified RMP review and approval process.

The new RMP, Office of the Bishop form, BCR and synod portal will launch Jan. 11. Current RMPs will no longer be accessible to rostered ministers after Jan. 10.

Resources for navigating the new RMP and portal, including training webinars, video recordings and FAQs, are coming soon and will be shared once they're available.

Actions needed before Jan. 11

- **Rostered ministers**: All rostered ministers who need or want a PDF of their current RMP must log in to ELCA Community and download the file before Jan. 11.
- **Synod call process staff**: Synod staff needing to access active and archived RMPs must log in to ELCA Community and download the files before Jan. 11.
- **Rostered ministers and first call candidates entering a call process:**
  - **Before Jan. 11:** Complete the current RMP. Otherwise, wait until after launch to use the new RMP.
  - **After Jan. 11**: Use the new RMP.

We will communicate with both rostered ministers and synod staff several times over the coming weeks to ensure a smooth transition, including training opportunities in November. For questions that arise in the meantime, please email sec@elca.org. Thank you for your support during this season of change.

In Christ,

The Rostered Ministers Profile Project Team and



The Rev. Lucille "CeCee" Mills
Secretary
Evangelical Lutheran Church in America

Project timeline

(Subject to change. We will communicate any changes via email.)

- Oct. 1-31: User testing by rostered ministers for completing the new RMP on the refreshed platform. User testing by synod staff for refreshed synod portal; user testing by synod staff and bishops for completing revamped BCR. *(Note: the BCR is redacted from all communication apart from what is sent to bishops.)*
- Early to mid-November: Transition team provides resources, including training webinars and sample versions of RMP questions.
- December: Transition team develops FAQs and trains staff members who will be working in the new system or providing synod and rostered minister support.
- Jan. 10: Last day for synod staff to download active and archived RMPs and for rostered ministers to download their current RMP.
- Jan. 11: Launch of new RMP, Office of the Bishop form, BCR and refreshed synod portal. Previous portal is closed to rostered ministers and read-only for synod staff.

Project background

Conversation starts

More than four years ago, churchwide organization staff and bishops from the Leadership Committee of the Conference of Bishops started discussing updates to the RMP. Initially

envisioned as a summer project, the undertaking grew to incorporate addressing functionality issues in the ELCA Community portal and content issues within the RMP itself. The Community portal work began last fall with the rollout of the new Synod Financial Portal.

Facilitation and feedback

In conjunction with the churchwide Innovation and Information Technology (IT) teams, project leaders from Christian Community and Leadership worked with a team of assistants to the bishop to draft changes to the RMP and its sibling documents — the Office of the Bishop form, BCR and Ministry Site Profile (MSP). *Note: at this time, the content of the MSP is **not** changing, and the MSP congregational experience will also remain the same.*

Taking the feedback gleaned from these conversations, IT collaborated with a third-party vendor to develop the new RMP and refresh the synod mobility portal. Their goals: to address issues for those using the portal and to create a profile that better represents rostered ministers.

Where we are now

IT and its vendor are putting the final touches on their work, and user testing will start soon. The new RMP, Office of the Bishop form, BCR and synod mobility portal will launch Jan. 11. Current RMPs will no longer be accessible to rostered ministers after Jan. 10.