

How to Navigate the Call Process Papers on ELCA.org

1. The website to find the call process forms (Rostered Leader Profile or Ministry Site Profile) is www.elca.org/call. If you just go to the ELCA website, it will be difficult to find, so make sure to add the “/call” at the end. The webpage will be primarily pink in color.
2. Along the left side of the webpage, find “Access Account” and click on it. Chose the appropriate link for what you are trying to fill out. The last option is mostly for Synod personnel, so you probably won’t want to choose that one.
3. If you are new to the process, follow the sentence that says *If you are a new user and wish to fill out a Rostered Leader Profile (or Ministry Site Profile) for the first time, Click Here.*) It will take you to some instructions which you **must read all the way through**.
4. You must download the program called Formatta Filler in order to fill out the forms. The program is available on the right side of the new users instructions page titled “Call Process Forms”.
*****Mac users please read the red lettering*****
5. Still on the new users page, go under “Creating an Account”. This will tell you what you need to know in order to do just that. PLEASE keep reading the instructions down to the very end as they tell you the steps you need to complete the forms.
6. At the bottom of this page are examples of the forms you are about to fill out. You can print these samples to show your call committee if you need an MSP or to review them before filling out your RLP.
7. After you completely fill out and submit the forms successfully, contact Sue at the synod office to confirm we received them and to ask any questions. 540-389-1000 or dugas@vasynod.org