

## Updating a Pastor Information Form (PIF)

- Email the District President Administrative Assistant Tami Lierz at [tami@kslcms.org](mailto:tami@kslcms.org).
- You will receive an email with a PDF version of your current PIF and “Instructions for Completing the PIF.”
- Please print the 5-page PIF (PDF version; pages 4 & 5 will be blank).
- Pages 1 through 3 – Please make the necessary changes (personal, education, ministry, service and family) on the form. (Use Red Pen.)
- Pages 4 & 5 – In consultation with your Circuit Visitor (in person or by phone call), give your input for these pages using the “Instructions for Completing the PIF.”
- Return pages 1 through 3 to the District Office by email to [tami@kslcms.org](mailto:tami@kslcms.org) or mail to:

LCMS Kansas District  
1000 SW 10<sup>th</sup> Ave.  
Topeka, KS 66604

- The Circuit Visitor is to return pages 4 & 5 to the District Office by either mailing or scanning and emailing the completed pages.

## Updating a Self-Evaluation Tool (SET)

- Email the District President Administrative Assistant Tami Lierz at [tami@kslcms.org](mailto:tami@kslcms.org)
- You will receive an email with a “Instructions for Using the Cornerstone Online Software.”
- You will receive in that initial email a current username and password. When you log in for the first time you will be asked to change your password. **Please make note of the new password; it is only available to you and if lost will need to be reset by the technicians at the Synod.**
- Follow the instructions on the “Instructions for Using the Cornerstone Online Software.”
- Once you are done with all SET questions, click the “submit” button. The District Office will be notified that you have updated your SET.