

# Starting on November 4<sup>th</sup>, Update Your PIF & SET Online!

The Cornerstone PIF and SET database is moving to the new OMIF (Ordained Minister Information Form) PIF and SET database. It will live in LCW (LISN for Church Workers), where you have been able to update your contact information for the Lutheran Annual in the last couple of years. Yes, this was preplanned!

*Starting on November 4<sup>th</sup>*, please follow these instructions to update your PIF and SET information:

1. Go to [lcw.lcms.org](http://lcw.lcms.org) in your internet browser.
2. Log in using your LCW username and password, which you created for Lutheran Annual updates.
  - a. Having trouble? Click the “Need help logging in?” button to recover your username and/or password. Contact info for LCMS Rosters, Statistics, and Research is also listed.
  - b. If you have never logged in and do not have your temporary username and password, contact LCMS Rosters, Statistics, and Research for help.
3. Once logged in, click the blue “View/Edit Profile” button to update your contact information at the top. Click on the gray PIF and SET buttons in the bottom bar to review and update them.
  - a. Click on the blue pencil icon next to each piece of information or section to edit it. This button appears to the left of the PIF and SET section names. Once in editing mode, you can navigate between sections of the PIF or SET using the gray bar across the top.
  - b. Make sure you click the “Complete Review” *and also* “Submit” buttons. It will require you to scroll all the way to the bottom to review each entire section.
    - i. “Submit + Close” will submit the section and close you out of editing mode.
    - ii. “Submit + Continue” will submit the section and let you continue reviewing and editing other sections.
  - c. You can also navigate to “Forms” to update your PIF and SET. **Do not** complete the Application for Inactive Status unless you are changing to candidate or emeritus status.

**Note:** Special attention will be needed to clean up the following PIF subsections. The old database had one field with no standard formatting, which the data transfer program cannot interpret to extract. The new database has multiple fields for these subsections. ***Please help us clean up these sections so our District staff does not have to do this for all pastors.***

1. Personal Information > Education
  - a. Make sure that all of your degrees are listed individually (not grouped due to limited space in the past) and that the institution, degree, and year are listed correctly.
2. Experience > Called Positions
  - a. Make sure that all of your called (not vacancy or other non-called) positions are listed correctly.
3. Family Information > Children
  - a. In the available fields, mark each child’s gender, year of birth, if the child still lives at home, and if the child is deceased.
  - b. Please edit the name field for each child to remove the now redundant gender, year of birth, living at home, and deceased text. Just the child’s name should remain.

The Synod requests that pastors review and update their PIF and SET information annually and if your situation changes. This new system should make this more efficient and user-friendly for our pastors and staff. Future annual candidate and emeritus annual reporting forms will also be completed in LCW.

Questions about logging in?

- First, try to use the helps available via the “Need help logging in?” button at [lcw.lcms.org](http://lcw.lcms.org).
- Then, contact LCMS Rosters, Statistics, and Research Services at [LCMS.RSRS@lcms.org](mailto:LCMS.RSRS@lcms.org) or 314-996-1366.

Other questions?

- Contact President Panzer’s assistant Tami Lierz at [tami@kslcm.org](mailto:tami@kslcm.org) or 785-357-4441 ext. 5003.