

# PASTORAL PROFILE

Date profile completed \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
Last First Middle

Position \_\_\_\_\_ Institution now serving \_\_\_\_\_

District \_\_\_\_\_ Position sought \_\_\_\_\_

Date of resignation \_\_\_\_\_ Date available \_\_\_\_\_

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Day

\_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Evening

\_\_\_\_\_ E-mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip code \_\_\_\_-\_\_\_\_

## Ministerial status:

Date of licensing \_\_\_\_\_ District \_\_\_\_\_

Congregation \_\_\_\_\_

Date of ordination \_\_\_\_\_ District \_\_\_\_\_

Congregation \_\_\_\_\_

Current membership: District \_\_\_\_\_ Congregation \_\_\_\_\_

If not Church of the Brethren

Denomination \_\_\_\_\_

Ministerial status \_\_\_\_\_

Family description: \_\_\_\_\_ Single \_\_\_\_\_ Married

\_\_\_\_\_  
\_\_\_\_\_

Will spouse be seeking employment? \_\_\_\_ Yes \_\_\_\_ No

If yes, type of employment \_\_\_\_\_

## EDUCATIONAL PREPARATION

High school name \_\_\_\_\_ Date of Graduation \_\_\_\_\_

College name \_\_\_\_\_ Degree \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Seminary name \_\_\_\_\_ Degree \_\_\_\_\_ Date of Graduation \_\_\_\_\_

### Non-Degree Approved Training:

Training in Ministry (TRIM) Date of Completion \_\_\_\_\_

Education for Shared Ministry (EFSM) Academy Date of Completion \_\_\_\_\_

Certified Training Systems (ACTS) Date of Completion \_\_\_\_\_

Other: \_\_\_\_\_ Date of Completion \_\_\_\_\_

Other (M.A.Th., D.Min., Ph.D) \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Name of school \_\_\_\_\_

Name , \_\_\_\_\_

**CONTINUING EDUCATION**

(last five years) (Use the additional sheets at the end of the profile if you need more space.)

When	Where	What	CEUs
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CHURCHES/AGENCIES SERVED** (last five positions)

Where	Position	Years of service	<u>FT/PT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you are a student or have not served as a pastor in a congregational setting, list your church experiences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adjusted years of ministerial service: Number \_\_\_\_\_

Recommended formula for calculating years of service: 1) Number of years of full-time service following ordination; 2) Number of years of full-time service as a licensed minister while engaged in an approved ministerial training program; or 3) One year for every four years of full-time non-pastoral ministry that is vocationally related to church work (e.g., service as a pastoral counselor in a secular position). Part-time service is to be prorated according to these three guidelines. NOTE: Service as a chaplain is equivalent to pastoral service in a congregational setting.

**MINISTERIAL LEADERSHIP**

(Use the additional sheets at the end of the profile if you need more space.)

1. Describe your call to the ministry \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe your vision for ministry \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

3. Describe your spiritual gifts (see Ephesians 4 and 1 Corinthians 12) \_\_\_\_\_

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4. Describe yourself as a leader \_\_\_\_\_

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5. Describe your understanding of worship and your worship planning process \_\_\_\_\_

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6. Describe your spiritual journey during the past two or three years \_\_\_\_\_

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7. Describe the process you use for sermon preparation \_\_\_\_\_

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8. Describe those things that energize you as a ministerial leader \_\_\_\_\_

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9. Describe those things that de-energize you as a ministerial leader (could be things you do not like to do and/or attitudes and practices by church members) \_\_\_\_\_

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10. Describe some areas of pastoral ministry where your skills may be limited \_\_\_\_\_

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Name \_\_\_\_\_

11. Name up to ten (10) priorities for ministry (e.g., pastoral care, preaching, visitation), and rank them in order of importance (1 = most important):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**WORK ORIENTATION DESCRIPTION** (see instructions)

**A. When dealing with people, the pastor**

- |                                                                                                     |                                                                                                                                                       |                                                                                            |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1. In social functions is quiet and reserved.                                                       | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | In social functions sparks the occasion and gets everyone to participate.                  |
| 2. Lets people figure things out for themselves.                                                    | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Tells people what to do                                                                    |
| 3. Usually lets people know where he or she stands.                                                 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Usually keeps his or her opinions to self.                                                 |
| 4. In a conflict situation, believes it's okay to support the position he or she thinks is correct. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | In a conflict situation, usually avoids giving personal opinions and works with all sides. |

**B. In terms of leadership style, the pastor**

- |                                                                           |                                                                                                                                                       |                                                                   |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 5. Does own organizing.                                                   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Gets others to organize.                                          |
| 6. Generates ideas.                                                       | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Adapts the ideas of others.                                       |
| 7. In bringing about change, is willing to work through conflict.         | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | In bringing about change, tries to avoid conflict.                |
| 8. Encourages others to take initiative.                                  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Gives strong direction to others.                                 |
| 9. Is willing to try new approaches.                                      | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Prefers to follow established approaches.                         |
| 10. Believes that mission beyond the congregation is not a high priority. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Believes that mission beyond the congregation is a high priority. |
| 11. Is a generalist (does many things well).                              | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Is a specialist (does a few things really well).                  |

Name \_\_\_\_\_

C. When planning, programming, and evaluating, the pastor

12. Has plans for situations that may arise.  Meets each situation as it arises.
13. Prefers to work with groups.  Prefers to work with individuals.
14. Welcomes constructive criticism.  Believes that criticism is seldom helpful.
15. Works hard to complete tasks.  Places people and their feelings ahead of tasks.
16. Is supportive of denominational ministries.  Is not supportive of denominational ministries.

D. In relating to the community around the church, the pastor

17. Is a leader in community affairs.  Seldom provides leadership in the community.
18. Speaks out on controversial issues.  Does not speak out on controversial issues.

E. Regarding theological views, the pastor

19. Has fairly stable theological views.  Has theological views that continue to shift and change.
20. Regards the Bible as God's Word and follows a strictly literal reading.  Regards the Bible as God's Word that needs to be interpreted to speak to the needs of an ever-changing world.
21. Makes decisions that are based on absolute standards.  Makes decisions that are based on circumstances.

F. When preaching, teaching, or leading worship, the pastor

22. Tends to be informal.  Tends to be formal.
23. Is likely to be confrontive and challenging.  Is likely to be comforting and assuring.
24. Adheres strictly to an order of service.  Is willing to change an order of service to meet a need.

Name \_\_\_\_\_

G. Regarding pastoral visitation, the pastor

25. Prefers visitation within the congregation.  Prefers visitation to new people.

26. Visits in the congregation as the need arises.  Visits in the congregation on a regular basis.

**SKILLS RECORD** (1=strong skills; 5=less developed skills)

1. Preaching	1__	2__	3__	4__	5__
2. Worship leadership	1__	2__	3__	4__	5__
3. Pastoral care	1__	2__	3__	4__	5__
4. Visitation	1__	2__	3__	4__	5__
5. Evangelism leadership	1__	2__	3__	4__	5__
6. Teaching	1__	2__	3__	4__	5__
7. District work	1__	2__	3__	4__	5__
8. Denominational work	1__	2__	3__	4__	5__
9. Ministry in community	1__	2__	3__	4__	5__
10. Ecumenical activities	1__	2__	3__	4__	5__
11. Leadership development	1__	2__	3__	4__	5__
12. Organizational ability	1__	2__	3__	4__	5__
13. Working with groups	1__	2__	3__	4__	5__
14. Relating to children	1__	2__	3__	4__	5__
15. Relating to youth	1__	2__	3__	4__	5__
16. Relating to young adults	1__	2__	3__	4__	5__
17. Relating to older adults	1__	2__	3__	4__	5__

**CONGREGATIONAL LOCATION**

Do you have specialized training and/or experience with one or more of the congregational locations listed below?

Rural \_\_\_ Village/small town \_\_\_ Suburban \_\_\_ City \_\_\_ Inner City \_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**TYPE OF MINISTERIAL SERVICE**

I prefer placement in the following type(s) of ministerial service. (You may mark more than one type.)

Full-time \_\_\_ Part-time \_\_\_ Yoked situation \_\_\_ Team ministry \_\_\_  
Interim \_\_\_ Nonsalaried \_\_\_ Bi-vocational \_\_\_ Retired \_\_\_

I have a special interest, skills, and training in new church planting \_\_\_

Name \_\_\_\_\_

### MINISTRY PAPERS

- 1. I have read the current "Ministerial Leadership" paper. \_\_\_\_\_ (Initial if true)
- 2. I have read the current "Ethics in Ministry Relations" paper. \_\_\_\_\_ (Initial if true)
- 3. I have read the current "Ethics for Congregations" paper. \_\_\_\_\_ (Initial if true)

### DISCLOSURES

This section of the pastoral profile has become necessary on the advice of legal counsel. Today's ministerial context demands that necessary steps be taken to protect everyone in the placement system to the best of our ability. Please complete each item as directed. The profile will not be released in the placement system unless all items are completed as directed. There are extra sheets at the end of the profile if you need additional space.

The denominational placement system is managed by districts and the denominational Office of Ministry. A District Executive<sup>1</sup>, acting on behalf of the District Ministry Commission and the District Board, and the Director of Ministry for the General Board, may refuse to place a minister's profile in the placement system if 1) the profile is not properly filled out; 2) it is determined the minister has been deceptive with his or her responses on the profile; 3) the placement of the profile would violate polity and established practices; 4) the minister is under investigation for ethical indiscretions.

### MINISTERIAL ETHICS

- 1. Have you ever been convicted of a felony or misdemeanor, other than traffic offenses?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. Has a formal complaint of ethical misconduct, as defined in the current "Ethics in Ministry Relations" paper, ever been processed against you by a District Executive, an Assessment Team, an Ethics Committee, or a District Board?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please explain the issue(s) and how the case was resolved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. The term "District Executive" is used in this paper to refer to a variety of titles used by districts to identify their executive staff.

Name \_\_\_\_\_

3. I understand and agree that my pastoral placement profile will be placed on *hold* by the District Executive and the General Board's Director of Ministry during the time that an ethical misconduct charge against me is being processed by a district in the Church of the Brethren.

\_\_\_ (Initial if you understand and agree)

4. I understand and agree that the District Office, the Office of Ministry, and the General Board of the Church of the Brethren do not verify a candidate's employment history; history of criminal, civil, or ecclesiastical proceedings; or any other background information; and I hold them harmless and free of all liability in connection with my call and placement as a ministerial leader.

\_\_\_ (Initial if you understand and agree)

5. I understand and agree that any and all sharing of background information with a congregational search committee is my responsibility.

\_\_\_ (Initial if you understand and agree)

6. I understand and agree, once I have accepted a search committee's invitation to interview, that the District Executive in the district where my ministerial file is held may share any and all documented information contained in my ministerial file with the District Executive in the district where I am seeking placement.

\_\_\_ (Initial if you understand and agree)

7. I understand and agree that the District Executive of the district where I am being interviewed to fill a pastoral vacancy may share any and all documented information contained in my ministerial file (not the file itself, however) with the search committee of that congregation.

\_\_\_ (Initial if you understand and agree)

8. I understand and agree that a congregational search committee where I am seeking a placement may choose to do a background check on my employment history; medical history; and history of criminal, civil, financial, or ecclesiastical proceedings; and I authorize the appropriate parties to release and disclose all background information to the congregational search committee.

\_\_\_ (Initial if you understand and agree)

Name, \_\_\_\_\_

**SALARY, BENEFITS, AND HOUSING**

**Current Salary and Benefits**

1. Base Cash Salary (amount received directly by pastor) \$ \_\_\_\_\_

2. Housing:

a. Parsonage provided Yes \_\_\_ No \_\_\_

b. Housing Fund (1% of parsonage market value) \$ \_\_\_\_\_

c. In lieu of parsonage, housing allowance \$ \_\_\_\_\_

**Total Housing** \$ \_\_\_\_\_

3. Benefits:

a. Pension \$ \_\_\_\_\_

b. Medical/LTD/Life \$ \_\_\_\_\_

c. Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Benefits** \$ \_\_\_\_\_

**TOTAL: SALARY, HOUSING, AND BENEFITS** \$ \_\_\_\_\_

4. Expenses:

a. Travel reimbursement (per mile \_\_\_\_\_) \$ \_\_\_\_\_

b. Conferences (Annual and District) \$ \_\_\_\_\_

c. Professional growth (up to or as used) \$ \_\_\_\_\_

d. Professional expenses (up to or as used) \$ \_\_\_\_\_

e. Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

Housing preference: Parsonage \_\_\_ Housing allowance \_\_\_ Open to either \_\_\_

If you prefer to live in a parsonage, please describe your housing needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benefits preference: Pension \_\_\_ Medical/LTD/Life \_\_\_ Family plan \_\_\_ Single plan \_\_\_

Salary consideration: I have read the current "Guidelines for Pastors' Salaries and Benefits"  
Yes \_\_\_ No \_\_\_

I prefer to be on scale \_\_\_ I am willing to negotiate \_\_\_





Name \_\_\_\_\_

**TELEPHONE REFERENCES**

(May be contacted after clearance is obtained from the District Executive)

Name	Telephone (day)	Telephone (evening)
_____	( ) _____	( ) _____
_____	( ) _____	( ) _____
_____	( ) _____	( ) _____
_____	( ) _____	( ) _____
_____	( ) _____	( ) _____

**FULL NAME AND INITIALS**

By placing your name in the space below, you acknowledge that your responses on this profile are true and accurate to the best of your knowledge. By placing your initials in the blanks under the disclosure section above, you acknowledge that you understand the statements and that you intend to support those policies.

Minister's name \_\_\_\_\_ Date \_\_\_\_\_

Minister's signature \_\_\_\_\_

(Submit a copy of this signed profile to your District Executive for your ministerial file.)

**TIME LIMIT ON THE PASTORAL PROFILE**

The Office of Ministry will remove the Pastoral Profile after it has been in the denominational placement system for twelve (12) consecutive months. After the time limit has expired, the profile should be reviewed by the pastor and the executive and updated before it is resubmitted for another twelve (12) months.

**DISTRICT EXECUTIVE ONLY**

1 \_\_\_\_\_ (minister's name) is an ordained minister in good standing in the \_\_\_\_\_ (district).

2 \_\_\_\_\_ (minister's name) has been approved by the board of the \_\_\_\_\_ (district) as a minister in good standing in the \_\_\_\_\_ (denomination).

3 \_\_\_\_\_ (minister's name) is a licensed minister in good standing and has been approved for ministry by the \_\_\_\_\_ (district) and the \_\_\_\_\_ (congregation), pending the completion of ordination requirements and a ministerial call.

As the clearance person for this minister, I will share upon request any and all documented information in accordance with the disclosure guidelines above.

District Executive \_\_\_\_\_ Date \_\_\_\_\_

Approved by the Parish Ministries Commission in consultation with the Council of District Executives, 7/1994. Revised by the Office of Ministry 1/2000 and 9/2001 after consultation with the Council of District Executives.

Office of Ministry  
Church of the Brethren General Board  
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