

CHURCH OF THE BRETHREN

PASTORAL PROFILE / INSTRUCTIONS

See Guidelines for Pastoral Placement

PLEASE READ BEFORE COMPLETING PROFILE

These directions will assist you in completing the Pastoral Profile form. A sample OmniForm appears in this manual.

Use care in following the instructions and be sure to fill in all fields.

TEAM MINISTERS are asked to fill out separate profiles. The Team Ministry can be described in detail on a separate sheet.

DATE OF RESIGNATION	The date on which you publicly announced your resignation. If you have not resigned, indicate: "not yet resigned."
DATE AVAILABLE	The date on which you will be available to begin service in a congregation.
PRESENT ADDRESS AND TELEPHONE NUMBER	The address to which you wish placement mail to be addressed and the telephone numbers at which you may be reached. You may include two telephone numbers, listing the preferred one first. Include area code.
MINISTERIAL STATUS	First indicate your ministry status: either ordained or licensed. List the congregation, district, and date of your license or ordination. If you are a licensed minister seeking placement, please include the letter of support from your District Ministry Commission. If you are from another denomination and seeking placement, indicate which denomination and include the letter of support from the District Ministry Commission that gives approval for your entering the system. Include the congregation where your membership is held.
FAMILY DESCRIPTION	Because family history is important to congregations as they consider a new call, you are asked to add comments in this section about your experience, i.e., spouse's name, the names and ages of your dependent children, whether divorced, remarried, and any additional pertinent information. If your spouse plans to seek employment outside the home, please include that interest and work-related field.
EDUCATIONAL PREPARATION FOR MINISTRY	List the institutions of highest achievement as follows: If you have graduated from high school only, list only the high school; if college, list both college and high school; if seminary or more, list beyond high school. Include the name of the school, date graduated, and the degree earned.

OTHER: If you have completed the Education for Shared Ministry program (EFSM), the Training in Ministry program (TRIM), Doctor of Ministry (D.Min.), Masters of Theology (MA.Th.) or a district-administered training program, and include the district in which you have completed it as well as the date of completion. If you have not completed any of these, indicate your progress.

CONTINUING
EDUCATION
EXPERIENCE

List up to three (3) professional growth experiences in which you have been involved in the last three (3) years, showing date, type of experience, and where it was held.

CHURCHES/
AGENCIES SERVED

Include congregations/institutions/agencies you have served. List function (probably that of pastor), institution served (probably a congregation), district, year of beginning and concluding service, and type of service (FT or PT). List at least the last three (3) churches/agencies served, or at least those for the last ten (10) years. Students should include summer pastor experience and any related church work.

ADJUSTED YEARS
OF MINISTRY
EXPERIENCE

Include on this line the adjusted years of experience. (1) The recommended formula is the number of years of full-time service following completion of your degree or non-degree approved training, (2) one year for every two years of full-time church work prior to completion of your education for ministry, and (3) a year for every four years of full-time nonpastoral ministry but vocationally related to church work. Part-time service is prorated according to the above guidelines.

IMPORTANT: The following instructions may be different from any you have ever followed. Please study them carefully.

WORK
ORIENTATION
DESCRIPTION

This series of items will help others understand more about your leadership. Each item is defined by two statements representing different work styles. Between them are six boxes. You are to decide *which statement* describes you best. Remember, this is a guide and not a legalistic statement about you, nor a test of competence. If the statement on the left better represents your approach, mark one of the three boxes on that end, according to the *degree* to which you lean in that direction. If the right hand statement fits you better, mark one of those three boxes.

The two statements are not always true opposites. Sometimes they may *both* represent approaches you use. In this case, one of the two middle boxes would be your best response. (Please do not mark the middle line.) At other times *neither* statement may describe your orientation. When this is true, leave the item blank. Remember that leaving the item blank is itself a kind of answer: neither statement describes your orientation.

Please remember that this is a description of work-style differences. Although you may have a definite opinion about which response is better, there are no right or wrong answers to the questions.

IMPORTANT: Please describe yourself using an “X” in a box in the top row of each scale. The District Executive/Minister will use an “X” in the appropriate box of the bottom row of each scale.

The six boxes have the following meanings:

Tends very strongly
Definitely tends
Somewhat tends

			X		

X here means that the person somewhat tends toward the statement on this side

By way of example, J. R. has completed the following:

Squeezes toothpaste tube in the middle

					X

Squeezes toothpaste tube on the end

(J. R. almost always squeezes toothpaste tube on the end.)

Sleeps with window open

	X				

Sleeps with window closed

(J. R. definitely tends to sleep with window open.)

Prefers yellow

			X		

Prefers purple

(J. R. likes both yellow and purple but somewhat tends toward purple.)

SKILLS RECORD

The instructions for these sections are included on the profile.

PRIORITIES IN MINISTRY

From the list in the Skills Record, state your top five priorities in ministry.

CALL TO MINISTRY

In a paragraph, describe your call to ministry, in personal as well as theological terms.

VISION OF MINISTRY

Please share your understanding of your ministry and how it relates to the mission of the church.

- HOPES FOR NEXT CALL Please indicate in a sentence or two special hopes you have for your ministry or the congregation in your next call.
- DISTRICT EXECUTIVE/MINISTER'S COMMENTS The District Executive/Minister is expected to add his/her comments in this section.
- CLEARANCE District Executive/Minister is your clearance person. If you are in a church agency or church-related institution, clearance must be obtained from the appropriate person within that setting.
- REFERENCES BY PHONE Name at least two (2) people who can evaluate your ministry within the past five (5) years. Include area code.

Print the Profile Release Form (last page of the profile form), sign and date it. Give completed profile on diskette and the signed release to the District Executive/Minister of your district. Copies of this profile will be shared with all District Executive/Ministers and with local search committees as directed in Instructions for Sharing.

CHURCH OF THE BRETHREN – MAP OF DISTRICT BOUNDARIES

Office of Ministry
Church of the Brethren General Board
1451 Dundee Avenue
Elgin, Illinois 60120-1694