

CONGREGATIONAL PROFILE

Congregation _____ Date profile completed _____
District _____

Position open _____ Full-time _____ Part-time _____ Date vacant _____

Membership _____ Average worship attendance _____ Total giving _____

Total outreach giving _____

Address _____ Telephone _____
_____ Fax _____
_____ E-mail _____
City _____ State _____ Zip code _____ - _____

Directions to the church:

Chairperson _____ Telephone _____ Day
Address _____ Telephone _____ Evening
_____ Fax _____
_____ E-mail _____
City _____ State _____ Zip Code _____ - _____

CURRENT AND FORMER PASTORS (List last five pastors and dates served)

Name	Starting month and year	Ending month and year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONGREGATION AND COMMUNITY/NEIGHBORHOOD

The search committee is responsible for gathering the requested information from knowledgeable people within the congregation and the community/neighborhood around the church. The chairperson, or someone he or she designates, should fill out the profile on behalf of the committee. Please respond to

each section below in the space provided. If extra space is needed, use the additional pages at the end of the profile.

1. Brief description of the congregation. For example, when was it started? What are some significant events in the congregation's life? Has the congregation relocated? Describe the present facility. Has there been a split at any time in the congregation's history? If so, when?

2. Mission and Vision.

Does the congregation have a Mission Statement? ___ Yes _____ Date ___ No
Vision Statement? ___ Yes _____ Date ___ No

Mission Statement:

Vision Statement:

3. Describe the congregation's plan of organization:

4. Age/Gender Distribution (print a number in each blank below):

<u>Years of age</u>	<u>Female</u>	<u>Male</u>
Birth-12	_____	_____
13-18	_____	_____
19-30	_____	_____
31-45	_____	_____
46-60	_____	_____
61-75	_____	_____
76 and older	_____	_____

Congregation _____

5. Describe the congregation's corporate worship. (For example, would you describe it as traditional, contemporary, a blend of the two, or in some other way? Do you have more than one worship service? Who plans and leads worship?) _____

6. Describe the congregation's educational program. (For example, how are the classes or other study groups organized? What materials do you use? How are teachers called and trained?)

7. Describe the involvement of lay people in the life of the congregation. (For example, are lay people involved in planning and leading worship, preaching, visiting members and visitors? Is there a deacon body? How are deacons called, trained, and what are their functions?) _____

8. Describe the congregational program other than worship and Sunday church school. (For example, do you have week-day Bible study classes? a pre-school or after-school program?) _____

9. Describe the congregation's relationship with the District, the General Board, and the other Brethren agencies and institutions. _____

Congregation _____

10. List the congregation's goals for the next five years. _____

11. Describe the community/neighborhood where the church building is located. (For example, is it rural, small town, suburban, city, inner city? Is it an interracial community/neighborhood? Describe the area in terms of housing, race relations, nationalities, education.) _____

12. Describe major changes in the community/neighborhood during the past five years.

13. Describe the congregation's mission beyond itself and its community/neighborhood. (For example, denominational work camps, support of denominational ministries overseas, other types of global missionary support.) _____

14. Describe several ways in which the congregation relates to the community/neighborhood.

15. What percentage of the congregation's members live within 10-15 minutes of the church? _____

PASTORAL LEADERSHIP

1. What are the marks of a "good" pastor? _____

2. Describe the essential characteristics that are appreciated in a pastoral leader. (For example, does the congregation appreciate a "take charge" leader, or one who waits for direction from the lay leaders? Do you want a leader who tries new things, or one who works to maintain and strengthen the present program?) _____

3. List up to ten (10) ministry priorities for the congregation, and rank them in order of importance (1=most important).

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CONGREGATIONAL ORIENTATION DESCRIPTION (see instructions)

A. In relating to people, the congregation

- | | | |
|---|--|---|
| 1. Is reserved but accepts new people in time. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Is friendly, open, and accepting of new people. |
| 2. Respects diversity among the membership. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Expects people to conform to congregational norms. |
| 3. Seeks to involve all members in responsibilities. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Assigns many responsibilities to a few leaders. |
| 4. Deals with conflict by supporting those positions that seem to be correct. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | In conflict situations, usually seeks to work with all people involved. |

B. In relationship to leadership, the congregation

- | | | |
|---|--|--|
| 5. Expects the pastor to do the organizing. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Handles organizational responsibilities. |
| 6. Has leadership that generates ideas. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Has leadership that adapts ideas. |

- | | | |
|---|--|--|
| 7. In bringing about change, is willing to work through the conflict. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | In bringing about change, avoids conflict. |
| 8. Assumes initiative and responsibility. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Waits for pastor's initiative and reminders. |
| 9. Supports a leadership style that tries new approaches | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Prefers a leadership style that follows established approaches. |
| 10. Provides minimal support/funds for mission beyond the congregation. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Provides strong support/funds for mission beyond the congregation. |
| 11. Expects the pastor to be able to perform all pastoral functions well. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Prefers a pastor highly skilled in a few areas. |
| 12. Provides training for lay leaders. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Does not provide training for lay leaders. |

C. In planning, programing, and evaluating, the congregation

- | | | |
|---|---|---|
| 13. Has definite plans and processes for situations that may arise. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Meets each situation as it arises. |
| 14. Relies on groups and processes in its decision-making. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Depends on a few strong individuals to lead in decision-making. |
| 15. Evaluates its mission and lifestyle regularly. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Resists self-evaluation. |
| 16. Articulates its mission, establishes goals, and evaluates them regularly. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Sees very little value in setting goals and evaluating them. |
| 17. Supports denominational programming. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Rejects denominational programming. |

D. In relating to the community, the congregation

- | | | |
|---|---|--|
| 18. Is involved in the community. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Is seldom involved in the community. |
| 19. Speaks out on controversial issues. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Feels it is not appropriate for the church to speak out on controversial issues. |

E. Regarding theological views, the congregation

20. Has views that are fairly stable.

Has views that are in the process of changing.

21. Regards the Bible as God's Word and follows a strictly literal reading.

Regards the Bible as the Word of God that needs to be interpreted to speak to the needs of an ever-changing world.

22. Makes decisions that are based on absolute standards.

Makes decisions that are based on circumstances.

F. Regarding preaching, teaching, and worship, the congregation

23. Prefers preaching that is informal.

Prefers preaching that is formal.

24. Wants to be confronted and challenged.

Wants to be comforted and assured.

25. Adheres strictly to the order of worship.

Is willing to change an order of worship to meet a need.

G. Regarding pastoral visitation, the congregation

26. Prefers visitation within the congregation.

Prefers visitation with new people.

27. Expects the pastor to visit members when the need arises.

Expects the pastor to visit members on a systematic basis.

CONGREGATIONAL ETHICS

1. Has the congregation studied the current "Ethics for Congregations" paper? If Yes No
 yes, give the date and the name(s) of the group(s) that participated in the study: Date
 Group(s) _____

2. Has the congregation completed the "Inventory of Ethics for the Congregation"? Yes No
 If yes, give the date and the name(s) of the group(s) that participated. Date
 Group(s) _____

PASTORAL LEADERSHIP AND CONFLICT

1. How many pastors has the congregation had within the past ten (10) years, excluding interims? _____ Number

If more than three (3), please explain the circumstances that led to the changes. _____

2. Within the past five (5) years, has the congregation experienced a level of conflict that required the mediating services of the District Executive¹, the district discipleship and reconciliation committee, and/or a consultant? _____Yes _____No

If yes, give the date, the nature of the issues, and whether or not the issues were resolved. _____Date

Issues: _____

Resolution: _____

DISCLOSURES

This section of the congregational 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 additional sheets at the end of the profile if you need extra space.

The denominational placement system is managed by the districts and denominational Office of Ministry. A District Executive, acting on behalf of the district, and the Director of Ministry for the General Board, may refuse to place a congregational profile in the placement system if 1) the profile is not properly filled out; 2) it is determined that the search committee has been deceptive with its responses; 3) the placement of the profile would violate polity and established practices; 4) or the congregation is in the midst of conflict requiring mediation.

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

The chairperson must initial each of the five statements below on behalf of the search committee.

1. We 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, medical history, or history of criminal, civil, or ecclesiastical (church) proceedings, or any other background information, and we hold them harmless and free of all liability in connection with the call and placement of a ministerial leader.

_____(Initial if you understand and agree)

2. We understand and agree that any and all sharing of background information with a congregational search committee is the pastoral candidate's responsibility.

_____(Initial if you understand and agree)

3. We understand and agree, once a candidate has agreed to accept a search committee's invitation to interview, the District Executive in the district where the candidate's ministerial file is held may share any and all documented information contained in the candidate's ministerial file with the District Executive in the district where the candidate is seeking placement.

_____(Initial if you understand and agree)

4. We understand and agree that the District Executive of the district where the candidate is being interviewed to fill a pastoral vacancy may share any and all documented information contained in the candidate's ministerial file (not the file itself, however) with the search committee of that congregation.

_____(Initial if you understand and agree)

5. We understand and agree that a congregational search committee where the candidate is seeking a placement may choose to check the references listed on the Pastoral Profile, do a background check on the candidate's employment history, conduct a check on the candidate's criminal, civil, financial, and ecclesiastical (church) history. The candidate is expected to authorize the appropriate parties to release and disclose all background information to the congregational search committee.

_____(Initial if you understand and agree)

SALARY, BENEFITS, AND HOUSING

Current Pastoral Program

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

2. Housing:

a. Parsonage provided Yes ___ No ___

b. Appliances provided in parsonage:

___ Refrigerator ___ Range ___ Washer ___ Dryer ___ Freezer
 ___ Air Conditioning Other _____

c. Describe the parsonage _____

d. Housing Fund (1% of parsonage market value) (When a \$ _____ parsonage is occupied through mutual agreement between the pastor and the congregation, the congregation should pay annually 1% of the fair market value of the parsonage into the denomination's Pastoral Housing Fund, in the pastor's name, for his or her future housing needs.)

e. In lieu of parsonage, housing allowance \$ _____

Total Housing \$ _____

3. Benefits:

a. Pension \$ _____

b. Medical/LTD/Life \$ _____

c. Other: _____ \$ _____

Total Benefits \$ _____

TOTAL: CURRENT 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 \$ _____

Salary consideration: We have read the current "Guidelines for Pastors' Salaries and Benefits." _____ Yes ___ No

We intend to pay scale ___ Yes ___ No

(If no, please explain) _____

Congregation _____

FULL NAME AND INITIALS

The chairperson of the congregational search committee is expected to initial the disclosure statements and to sign the profile on behalf of the search committee. By placing your name in the space below and initialing the blanks in the disclosure statements above, you acknowledge that the committee's responses on this profile are true and accurate to the best of your knowledge.

Name of search committee chair _____ Date _____

Signature of search committee chair _____

(Submit a copy of this signed profile to your District Executive for placement in the congregational file.)

Names of other search committee members

METHOD USED FOR GATHERING INFORMATION FOR THIS CONGREGATIONAL PROFILE

___ Search committee only ___ Search committee and surveys used in the congregation
___ Search committee and community leaders/groups ___ Search committee and church board
___ Other: _____

TIME LIMIT ON THE CONGREGATIONAL PROFILE

The Office of Ministry will remove a Congregational Profile after it has been in the denominational placement system for twenty-four (24) consecutive months. After the time limit has expired, the profile should be reviewed by the search committee and the executive and updated before it is resubmitted for another twenty-four (24) months.

DISTRICT EXECUTIVE ONLY

I am submitting this profile for the _____ congregation in the _____ District. As the clearance person for this congregation, I will share information upon request, verbally and in writing, about the congregation with pastoral candidates for the purpose of assisting them in the placement process, provided the sharing does not violate denominational polity, policies, and procedures.

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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Elgin, Illinois 60120-1694