

CHURCH OF THE BRETHREN

**CONGREGATIONAL PROFILE  
INSTRUCTIONS**

(See “Guidelines for Pastoral Placement”)

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THE PROFILE

These instructions will assist you in completing the Congregational Profile. A sample OmniForm appears in the *Ministerial Leadership Manual*.

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

The *membership, average worship attendance, total giving, and total outreach giving* should be entered from your Annual Report, as well as the *position* that is *open* (pastor, team, associate pastor, youth minister, etc.). Also, indicate whether the position is full-time or part-time.

1. Date vacant

Provide the date on which you would like an applicant to begin service to your congregation.

2. Directions to the church

Provide clear directions to the church building.

3. Chairperson’s name and address

Include the name of the chairperson of your pastoral search committee and his or her address, phone numbers, fax number, and e-mail address.

4. Current/former pastors (page 1)

List the names of the last five people to serve your congregation as pastor, including the type of service rendered (full-time, part-time, interim pastor), and the starting and ending dates for each one. If you have been without a pastor for the past year or more, indicate that on the first line.

5. Congregational information (pages 2-4)

There are fifteen (15) questions/statements that will help pastoral candidates better understand both the congregation and the community/neighborhood around the church building. Please read each question/statement carefully and answer each one as fully as you can.

6. There are three (3) items (pages 4-5) under “Pastoral Leadership.” Again, this information will be very helpful to pastoral candidates.

7. Congregational Orientation Description (pages 5-7)

This series of twenty-seven (27) items are placed on a continuum. Each item is defined by two statements, one on the left and one on the right. Between the statements you will find six blanks.

You will decide which statement better describes the congregation. If the statement on the left represents the congregation, place a mark in one of the three blanks to the left of center. If the statement on the right is the appropriate one, place a mark in one of the three blanks to the right of center.

The two statements are not always true opposites. Sometimes both statements may represent approaches used by the church. In this case you may place a mark in one of the two middle blanks, either to the left or right of center. At other times, neither statement may describe the congregation. When this is true, leave the item unanswered. Remember, however, that no response is in itself a type of response. Leave as few items unanswered as possible.

Remember also that this is a description of ministry-style differences, not a test of congregational effectiveness or strength. There are no “right” or “wrong” answers. This is an attempt to provide, as clearly as you can, a style description.

8. Description of the six blanks on the continuum:

- |                       |   |                       |
|-----------------------|---|-----------------------|
| 1=Tends very strongly |   | 4=Somewhat tends      |
| 2=Definitely tends    | <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> | 5=Definitely tends    |
| 3=Somewhat tends      |   | 6=Tends very strongly |

**Example A:**

In relating to people, the congregation

Is reserved but accepts new people in time.	___ ___ ___ ___ <u>X</u> ___	Is friendly, open, and accepting of new people.
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In this example, the congregation *definitely tends* to relate to the statement on the right.

**Example B:**

In relating to people, the congregation

Respects diversity among the membership.	___ <u>X</u> ___ ___ ___ ___	Expects people to conform to the congregational norms.
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In this example, the congregation *definitely tends* to relate to the statement on the left side.

**Example C:**

In relating to people, the congregation

Deals with conflict by supporting those positions that seem to be correct.	___ ___ <u>X</u> ___ ___ ___	In conflict situations, usually seeks to work with all people involved.
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In this example, the congregation *somewhat tends* toward the left. However, the response is close to the center and could at times be *somewhat tends* toward the right side.

9. On pages 7-8, please respond to the two questions on “Congregational Ethics” and two on “Pastoral Leadership and Conflict.” These four questions represent an important part of the congregation’s history.

10. The “Disclosures” section on pages 8-9 has become necessary on the advice of legal counsel and is provided for everyone’s protection, including the congregation. Please read the two introductory paragraphs and the five statements. The chair of the search committee will need to initial each statement on behalf of the search committee. The profile will not be circulated in the placement system unless all blanks are initialed.

11. Since the District Executive<sup>1</sup> is prohibited from making comments on the congregation profile, he or she is permitted to share information verbally or in writing about the congregation with pastoral candidates. Since employment laws are not involved in this type of sharing, as they are with a pastoral candidate, the District Executive is free to share information about the congregation that will be of assistance to candidates, provided that sharing does not violate denominational polity, policies, and procedures.

12. Salary, benefits, and housing, page 10.

13. Pages 11 and 12 provide additional space if needed. OmniForm will not permit any extra pages beyond these two.

14. Page 13. The chair of the search committee will need to place a signed copy of this form in the district office. There is space also for the names of the other search committee members and for indicating how the search committee gathered its information.

15. The executive does not make any comments on this profile. The executive submits the profile to the Office of Ministry on behalf of the search committee. The Office of Ministry will circulate the profile to the district offices in all 23 districts.

Approved by the Parish Ministries Commission in consultation with the Council of District Executives, 7/1994. Revised by the Office of Ministry in consultation with the Council of District Executives, 6/2000 and 9/2001.

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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.

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