
CONGREGATIONAL PROFILE

Date profile published _____

Congregation _____

District _____

Position Open _____ Full-time ___ Part-time ___ Date vacant _____

Membership _____ Average worship attendance ___ Average SS/Small Group attendance ___

Annual Budget _____ Annual Income _____ Annual Total outreach giving _____

Address _____

Telephone _____

Website _____

City _____

Social Media _____

State _____ Zip Code _____

E-mail _____

CURRENT AND FORMER PASTORS

(List last five pastors and dates served)

NAME	BEGINNING:	ENDING:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

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

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

Mission Statement:

Vision Statement:

3. Describe the congregation's plan for organization:

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

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

5. Describe the congregations 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 and the Denomination.

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):

1	2
3	4
5	6
7	8
9	10

CONGREGATIONAL ORIENTATION DESCRIPTION

(see instructions)

A. In relation to people, the congregation

1. Is reserved but accepts new people in time. Is friendly, open, and accepting of new people.
2. Respects diversity among the membership. Expects people to conform to congregational norms.
3. Seeks to involve all members in responsibilities. Assigns many responsibilities to a few leaders.
4. Deals with conflict by supporting those positions that seem to be correct. 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. Handles organizational responsibilities.
6. Has leadership that generates ideas. Has leadership that adapts ideas.
7. In bringing about change, is willing to work through conflict. In bringing about change, avoids conflict.
8. Assumes initiative and responsibility. Waits for pastor's initiative and reminders.
9. Supports a leadership style that tries new approaches. Prefers a leadership style that follows established approaches.
10. Provides minimal support/funds for mission beyond the congregation. Provides strong support/funds for mission beyond the congregation.
11. Expects the pastor to be able to perform all pastoral functions well. Prefers a pastor highly skilled in a few areas.
12. Provides training for lay leaders. Does not provide training for lay leaders

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

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

D. In relating to the community, the congregation

18. Is involved in the community. [] [] [] [] [] [] [] Is seldom involved in the community.
19. Speaks out on controversial issues. [] [] [] [] [] [] [] 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? ___ Yes ___ No

If 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 Congregations"? ___ 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? _____

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? _____ Number

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

_____ Date

Issues:

Resolution:

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.

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. 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 parsonate into the denomination's Pastoral Housing Fund, in the pastor's name, for his or her future housing needs.)

d. 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 current IRS rate \$0.). \$ _____

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) _____

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.

The denominational placement system is managed by districts and the denominational Office of Ministry. A District Executive, acting on behalf of the district, and the Church of the Brethren Office of Ministry 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 on the profile; 3) the placement of the profile would violate polity and established practices; 4) or the congregation is in the midst of conflict requiring mediation.

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 and the Church of the Brethren Office of Ministry 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)

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 statement above, you acknowledge that the committee's responses on this profile are true and accurate to the best of your knowledge.

Chairperson _____ Date _____
Address _____ Day Phone _____
City _____ Evening Phone _____
State _____ Zip Code _____ Cell Phone _____

Name of search committee chair _____ Date _____

I, _____, agree that by checking this box I am signing this document electronically. ____
(Name)

Names of other search committee members:

METHOD USED FOR GATHERING INFORMATION FOR THIS CONGREGATIONAL PROFILE

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

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 shall be reviewed by the search committee and the district 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 _____

I, _____, agree that by checking this box I am signing this document electronically. ____
(Name)

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