

# Congregational Profile

(Revised January 2017)

Form Revised 9-28-17

Position Being Filled: _____		
Name of Congregation: _____		
Street Address: _____		Phone: _____
City: _____	State: _____	Zip: _____
Search Committee Chair: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Email: _____	Preferred Phone Number: _____	

## II. Membership Profile

1. Total Number of Members: \_\_\_\_\_ Number of Participating Members: \_\_\_\_\_  
 Number of Participating Non-members (*including children*): \_\_\_\_\_
  
2. Number of Participants: Are these figures- Estimated or Actual
 

A. Ages 1-11: _____	D. Ages 25-34: _____	G. Ages 55-64: _____
B. Ages 12-17: _____	E. Ages 35-44: _____	H. Ages 65-79: _____
C. Ages 18-24: _____	F. Ages 45-54: _____	I. Above 80: _____
  
3. Church Family Profile: Are these figures- Estimated Actual *Note: Percentage may add up to more than 100%*

_____ % Single Adults 18-35	_____ % Single w/children at home	_____ % Married
_____ % Single Adults 36 +	_____ % Married w/children at home	_____ % Blended Families
  
4. Education Level of Adults: Are these figures- Estimated or Actual
 

_____ % High School	_____ % College	_____ % Graduate School	_____ % Specialty Training
_____ % Other: Please Specify _____			
  
5. Occupations of Participants: Are these figures- Estimated or Actual *Note: Percentage may add up to more than 100%*

_____ % Business/Retail	_____ % Service	_____ % Agriculture	_____ % Homemaker
_____ % Construction	_____ % Education	_____ % Professional	_____ % Student
_____ % Military	_____ % Technical	_____ % Manufacturing	_____ % Other ( <i>Specify Below</i> )

(*other explanation*): \_\_\_\_\_

A. From totals above: \_\_\_\_\_ % Employed full time \_\_\_\_\_ % Retired

## III. Organizational Information (*Check those currently active*)

1. **Worship** How many worship services per week? \_\_\_\_\_
 

Traditional	On Site	Off Site	Average Attendance	_____
Contemporary	On Site	Off Site	Average Attendance	_____
Other, Specify _____			Average Attendance	_____

Total weekly average attendance from all services: \_\_\_\_\_
  
2. **Educational Ministries**

Average weekly attendance: Children's Church School	_____	Adult's Church School	_____
Weekly Children's Program	_____	...(name of program)-	_____
Weekday Adult group(s)	_____	...(name of program)-	_____
	_____	...(name of program)-	_____

Total **average weekly** education attendance: \_\_\_\_\_

3. **Administrative and Oversight Groups**

Board	Cabinet	Personnel	Pastoral Relations
Elders	Diaconate	Deacons	Deaconesses
Planning/Functional Committees		How many? _____	
Other Groups- Specify: _____			

4. **Ministries and Service Groups Within the Congregation (List all)**

List all active ministry and service groups and share information about their activities, focus and ministry.

**IV. Staff (label those presently employed/serving as "FT"- full time; "PT"- part time; or "V" - Volunteer)**

_____ Pastor	_____ Youth Minister/Director	_____ Office Staff # _____
_____ Co-Pastor(s) # _____	_____ Education Director	_____ Other (Please Specify)
_____ Associate Minister(s) # _____	_____ Organist/Accompanist	
_____ Music Minister/Director # _____	_____ Administrator	_____

**V. Property**

1. Sanctuary: Seating Capacity-- \_\_\_\_\_ / \_\_\_\_\_ Year Erected Adequate-- Yes No

2. Education Unit: Number of Classrooms-- \_\_\_\_\_ / \_\_\_\_\_

3. Fellowship Facility: Seating Capacity -- \_\_\_\_\_  
Tables -- \_\_\_\_\_

4. Administrative Facility: No. of Offices-- \_\_\_\_\_ / \_\_\_\_\_

5. Off Street Parking: No. of Spaces-- \_\_\_\_\_ Paved? Yes No

6. Building Program: Yes No Projected?  
If Building Program answer is "Yes" or "Projected", describe:

7. Church Location (check all which are applicable):  
Downtown Inner City Urban Suburban County Seat  
Neighborhood Rural Bedroom Community Small Town

8. Parsonage: Yes No  
No. of Bedrooms-- \_\_\_\_\_ No. of Bathrooms-- \_\_\_\_\_ Garage? Yes No  
Age of Parsonage-- \_\_\_\_\_ Condition: \_\_\_\_\_

9. Other Facilities: (such as senior housing, pre/chool, camp, etc0-

**VI. Community (check all which are applicable)**

1. Characteristics: Industrial Commercial/Retail College/University Medical Center  
Agricultural Military Tourist/Recreational

2. Population Trend: Rapid Growth Slow Growth Other (describe): \_\_\_\_\_  
Rapid Decline Slow Decline Other (describe): \_\_\_\_\_

3. Concerns:  
Teen Needs Senior Citizen Needs Race Relations Alcohol/Drugs Crime  
Population Changes Unemployment ( Seasonal or Chronic ) Other (specify on line below)-  
(list other concerns here)-- \_\_\_\_\_

4. Population Profile: Total Population: \_\_\_\_\_ (Are these figures Estimated or Actual  
\_\_\_\_\_ % Asian American \_\_\_\_\_ % African American \_\_\_\_\_ % Hispanic American

\_\_\_\_\_ % Haitian                      \_\_\_\_\_ % Pacific Islander                      \_\_\_\_\_ % Native American  
 \_\_\_\_\_ % Middle Eastern                      \_\_\_\_\_ % Euro American                      \_\_\_\_\_ % Other \_\_\_\_\_

5. Demographic Trends< Ethnic trends, Religious trends, Economic trends, Political/Issue Trends - Describe your perceptions in narrative form and how you've arrived at them. How has your locale changed over the last 6 months, 5 years and 10 years?

**VII. Financial Information**

Income & Expenses for the last four years, beginning with the most recent year: *(Year Book Information)*

Year	Operating Receipts	Capital Receipts	Total Outreach Paid <i>(include Disciples Outreach)</i>	Total Disciples Outreach Paid <i>(DMF, WOC, Reconciliation, etc.)</i>
A.				
B.				
C.				
D.				

2. Current Total Debt: \$ \_\_\_\_\_ Monthly Payment on this Debt: \$ \_\_\_\_\_  
 3. Reserve / Restricted / Endowment Funds: Building- \$ \_\_\_\_\_ Savings- \$ \_\_\_\_\_ Permanent- \$ \_\_\_\_\_  
 Memorial- \$ \_\_\_\_\_ Other- *(specify)*- \$ \_\_\_\_\_

**VIII. Congregational Outreach Ministries *(please list)***

- Community Ministries Program *(e.g. food pantry, tutoring, etc.)*
  
- Participation in Christian Church (Disciples of Christ) - *(district/area, cluster, regional, general)*
  
- Ecumenical and Interfaith Activities *(with other denominations, religious groups, local and regional)*

**IX. Previous Pastoral Leadership History for Past Twenty Years**

Beginning with most recent, provide a listing of all clergy *(including installed and interim/transitional ministers, whether in senior, co-, or associate positions)* who have served your congregation during the past 20 years, and the requested information about those persons.

<u>Name of Minister</u>	<u>Position</u>	<u>Date Began</u>	<u>Date Ended</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____


**X. Congregational Dynamics / Dealing with Conflict**

Many congregations experience conflict at various times. Characterize your congregation's experience with conflict given the following possibilities. Indicate the extent to which each statement describes your congregation: C= closely, S= somewhat, N= not at all.

As a church, we respect and listen to each other and work things through without generating divisiveness.

As a church, we try to respect and listen to each other, but it is not uncommon for differences of opinion to be a problem and for some people to choose sides.

Some have left our church because of conflict.

Conflict hurts our sense of unity, but we tend not to talk about it.

Painful experience with conflict has been present, but it has been worked through, and we have learned from the experience.

We have had some painful experiences with conflict, and they linger in the background.

Open conflict is present, and we need a minister who can help us deal with it.

Other (Specify): \_\_\_\_\_

Comments:

**XI. Congregational Discernment**

The following questions are beneficial to a process of discernment that helps you look at yourself and also provide important information to your candidates. It is our hope that you'll spend significant time in reflecting on these ten questions prior to you providing the answers on this form. You may likely want to involve discussion of them in various congregational venues to provide the Search Committee with a breadth of input. Discuss with your Regional Minister how this might be accomplished. We are encouraging answers on the Congregational Profile that are both succinct and well thought through.

1. What has God uniquely called you to be and do as a congregation (both now, and looking to the future)?
  
2. Describe the processes you used to hear God's unique call for your congregation.
  
3. Describe the Spiritual Disciplines that are regularly practiced throughout this congregation.
  
4. Describe your sense of God's covenantal call to be a part of the Christian Church (Disciples of Christ) and broader ecumenical/interfaith ministries.

5. In what ways have members of the congregation been engaged in the Search and Call discernment process?
  
  
  
  
  
  
  
  
  
  
6. What are the ministry opportunities you see in your particular context? What are the resources and gifts you have within the congregation to respond to these opportunities (including particular talents represented by members of the congregation; financial and other resources you have; the traditions you have manifested over the years)?
  
  
  
  
  
  
  
  
  
  
7. Describe the congregation's strengths and growing edges.
  
  
  
  
  
  
  
  
  
  
8. Describe the ways you make decisions and carry them out as a congregation.
  
  
  
  
  
  
  
  
  
  
9. How is this congregation relevant to the needs of (a) the local community, (b) Disciples mission, and (c) the world?
  
  
  
  
  
  
  
  
  
  
10. How does this congregation bear witness in tangible ways to God's healing, welcoming, reconciling presence in a broken world?

**XII. Goals of the Congregation for the Next Five Years - List four, attach recent congregational mission statement and goals if available.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**XIII. Personal and Professional Qualifications**

1. Name the personal / professional qualifications you desire in your pastor:
 

A. _____	E. _____
B. _____	F. _____
C. _____	G. _____
D. _____	H. _____
  
2. Educational Level (*check one*)
 

High School/GED	Undergraduate	Seminary	Doctoral	Other ( <i>explain</i> ) _____
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**XIV. Compensation, Housing, Benefits, Expenses - Our congregation will provide the following:**

Salary/Housing	We can provide a <b>cash salary</b> (including social security offset) and <b>housing</b> (incl. utilities, furnishings, insurance, etc. ) in the range checked below:					
	15 - \$17,999	18 - \$21,999	22 - \$25,999	26 - \$29,999	30 - \$34,999	35 - \$39,999
	40 - \$49,999	50 - \$59,999	60 - \$69,999	70 - \$79,999	80 - \$99,999	\$100,000 + <i>Negotiable</i>

Provided Housing: Parsonage Fair Rental Value \$ \_\_\_\_\_ (*Per Month*)

Pension: Pension Fund (*14% of combined value of cash salary & housing allowance/parsonage fair rental value*) \$ \_\_\_\_\_

Vacation: Days \_\_\_\_\_ including \_\_\_\_\_ Sundays \$ \_\_\_\_\_

Continuing Education: Days \_\_\_\_\_ including \_\_\_\_\_ Sundays \$ \_\_\_\_\_

Sabbatical: \_\_\_\_\_ Months after \_\_\_\_\_ years \$ \_\_\_\_\_

Family/Medical Leave: \_\_\_\_\_ Weeks "\*\*\*\*\*"Negotiable

Health Insurance: Taxable Stipend      Negotiated Plan      Other      - Canada Supplemental Health Plan

Reimbursable Professional Expenses: Auto Allowance- \$ \_\_\_\_\_

Assembly/Meeting Expenses- \$ \_\_\_\_\_ Books- \$ \_\_\_\_\_ Miscellaneous- \$ \_\_\_\_\_

Reimbursement for cost of mandatory Criminal Background Check (CBC) -\$160.00      Yes **OR** No

Moving Expenses: The congregation will provide **all** OR **up to \$** \_\_\_\_\_ ( *Negotiable*)

## **XV. Discerning Areas of Greatest Need for Ministerial Leadership**

The list below is based on the requirements found in "Theological Foundations and Policies and Criteria for the Ordering of Ministry of the Christian Church (Disciples of Christ)". It is used for describing a minister's areas of skill and expertise (which you will observe on the Ministerial Profiles you receive). It is expected that all ministers will demonstrate competency in each of these areas, but will excel in some more than others. Part of the Search & Call process is discerning a good match between the skills of the pastor and the needs of the congregation. In light of where growth is desired and God is calling you please indicate the top 4 skills needed in your next pastor.

### **Biblical Knowledge**

Rooted and grounded in scripture and able to interpret and apply the scriptures in ways that are appropriate to original and contemporary contexts.

### **Church Administration and Planning**

Able to practice the principles of good administration, planning and implementing short- and long-range goals to enhance Congregational life in collaboration with teams and committees.

### **Communication**

Be an effective communicator and able to facilitate effective communication within and on behalf of the church.

### **Cross Cultural and Anti Racism Experience**

Sensitive to the different manifestations of racism and prejudice in the culture and committed to confronting and overcoming them.

### **Ecumenism**

Exhibit a commitment to working with other Christians and denominations, and with other faiths, in programs of common witness and service – articulating the vision of the ecumenical and global church as a starting place for mission.

### **Education and Leader Development**

Knows the foundations of Christian education and principles of leader development, and can demonstrate competency in teaching children, youth, and adults, including lay leaders and staff.

### **Ethics**

Able to help parishioners think critically about the relationship of their faith to issues of justice, ethics and morality.

### **Evangelism**

Able to motivate congregational members to share their faith through word and action.

### **Mission of the Church in the World**

Understand and articulate the centrality of the call to mission given by Jesus Christ and the prophets, and can empower congregations to engage in mission from our doorsteps to the ends of the earth.

### **Pastoral Care**

Able to engage other persons with empathy and assess situations and relationships with the compassion of Christ, with sensitivity to culture and context, and to convey the healing power of God to those who suffer.

### **Proclamation of the Word**

Know the practice and theory of Christian preaching, and can proclaim the Word of God, share the Good News of Jesus Christ, and help congregational members apply their faith to daily life.

### **Spiritual Development**

Establish and maintain spiritual disciplines that lead to personal growth and help others develop a rich spiritual life.

### **Stewardship**

Able to develop and encourage healthy stewards who recognize and share generously God's abundant gifts for all creation.

### **Theology**

Able to articulate a coherent view of God's nature and activity in relation to the Christian tradition, critically engage human situations from a perspective of faith, and help persons recognize theological issues in their daily lives.

### **Understanding of Heritage**

Know and appreciate the history and thought of Christianity and the history, structure, practices, and ethos of the Christian Church (Disciples of Christ).

### **Worship**

Know the purpose and elements of Christian worship, and can plan and lead meaningful worship by working with the worship team, musicians, and congregational members.

Optional: Please include any comments regarding the 4 skills identified and/or how you identified them.

**XVI. Congregational Conduct**

Our Congregation has taken official Action to adopt and abide by the “Ethical Guidelines for Congregational Conduct”                      Yes                      No

A PDF copy of the **Ethical Guidelines for Congregational Conduct** can be downloaded from the following website:

<https://www.discipleshomemissions.org/wp-content/uploads/2012/10/SC-EthicalGuidelines.pdf>

**XVII. Additional Information** *(Please use space below or attach your document to this packet)*