

THE PRESBYTERIAN CHURCH IN CANADA

MINISTRY AND CHURCH VOCATIONS

INSTRUCTION GUIDE CONGREGATIONAL PROFILE FORM

READ THROUGH ALL THE INSTRUCTIONS and compare them with the Congregational Profile Form before completing the form.

The Congregational Profile Form is designed to

- help search committees and congregations by providing a way to understand themselves and their mission;
- help possible candidates decide whether they want to be considered.

Clarity, neatness and brevity are important. The form will be photocopied and distributed to interested people at their request.

The following materials will provide helpful information

- Recent census reports from your area are available at most public libraries. (Municipal Government, Chamber of Commerce, and the Board of Education may also have helpful information).
- Statistics from the Acts and Proceedings of the General Assembly for the current year, and for 5 years ago. (Your congregation's session records may have more recent membership statistics than the Acts and Proceedings).

CHURCH INFORMATION

CONGREGATION AND COMMUNITY: Information is placed in parallel columns, where applicable, so you can see your church in relation to your community. Congregations in towns and villages will be able easily to define "community". Others -- urban and rural -- may take longer with the definition before gathering statistics.

In defining "**Type of Congregation**" please use the following terms:

Self-Supporting
Aid-Receiving (Canada Ministries)
Ecumenical

In defining "**Type of Community**" please use the following terms:

Rural	Urban
Village	Suburban
Town	Inner City
	Remote

Continued ...

PASTORAL SKILLS AND INTEREST INVENTORY

The listing of pastoral skills is especially important. Your information will be compared with the data candidates provide in their Personal Profile Forms. It will be helpful if the search committee works on the Pastoral Skills and Interests Inventory at the same time as the Position Description so that the latter is clearly defined.

Most of these skills are needed by pastors and diaconal ministers. Yet each position calls for some more than others. Rank in order of priority from 1 to 18 -- 1 to 6 being the areas you most wish a minister to exercise.

POSITION DESCRIPTION

Once you have a specific picture of your church, its make-up, its goals, and its relationship to the larger Church, you are ready to describe the position you are seeking to fill.

TITLE: If possible, use one of the categories listed below:

Minister	Stated Supply
Associate Minister	Short Term Ministry
Assistant Minister	Director of Christian Education
Team Minister	Diaconal Minister
Interim Ministry	

If none of these is adequate, compose a new title and describe it.

PURPOSE/RESPONSIBILITIES/WORKING RELATIONSHIPS: Briefly describe the position's purpose and responsibilities, especially if it is an office other than the minister's. For a minister, the presbytery and the session are the primary groups with whom a working relationship is formed. If it is a position other than a minister's, to whom is the person responsible? The minister? The session? A committee?

COMPENSATION: The annual cash stipend is not necessarily the amount you paid the last person, but the amount you now offer. State whether a manse is provided or a manse allowance, and if the latter, how much per year.

Include work-related travel costs in the stipend.

OTHER CONSIDERATIONS: In addition to vacation time, congregations provide an annual continuing education leave and allowance, cumulative for 5 years, and in co-operation with the professional church worker, an Inter-Mission. (A&P 1992, pp.383-384). Premiums for the Medical/Dental Plan, and required rates to the Pension Plan must also be paid.

*Please return your completed Congregational Profile Form
including the NARRATIVE section to:*

*Ministry and Church Vocations,
50 Wynford Drive, Toronto, Ontario, M3C 1J7*

CONGREGATIONAL PROFILE FORM

NARRATIVE - SUPPLEMENTAL INFORMATION

1. Please include name of church and the date on each page.
2. Please type or use a computer for this section.
3. **COMMUNITY:** What are some of the major concerns in your community, and how is your congregation responding? (For example: growth or decline in population, ethnic shifts, changing neighbourhoods, public education, poverty)
4. **PROGRAM AREAS IN YOUR CONGREGATION:** Which program areas listed below are important to your congregation? Tell what you have done in the past, what you are doing now, and what you hope to do. Discuss both strengths and weaknesses of the programs.
 - Worship life
 - Pastoral care
 - Mission (evangelism, community action, and world concerns)
 - Christian education and youth ministries
 - Involvement in the denomination (Presbytery, Synod, General Assembly)
 - Administration and stewardship of financial resources
5. **GOALS AND OBJECTIVES:** This section may be the most important part of the study. Setting and carrying out a church's goals is primarily the responsibility of the session. It should be directly involved in preparing this narrative. If your church has not recently done a self-study or mission study and set some goals, this is a good time to do it. What goals have been established by your session for the life and work of the congregation? What are your 3 to 5 year objectives?
6. **ORGANIZATIONS:** What organizations does your congregation have and what do they do? (For example: women's groups, men's, couple's and youth organizations)
7. **FINANCES AND PROPERTY:** Describe the church's properties, including the manse. Comment on any major needs or plans concerning buildings.

You may complete this form on a computer but please follow this format

THE PRESBYTERIAN CHURCH IN CANADA

MINISTRY AND CHURCH VOCATIONS
50 Wynford Drive, Toronto, Ontario, M3C 1J7

CONGREGATIONAL PROFILE FORM

*See the Instruction Guide for completing this form
Use one form for each church in a multiple-point charge*

Date _____

Name of Church _____

Address _____

City _____ Province _____ Postal Code _____

Year Congregation Organized _____ Telephone _____
Area Code _____

Presbytery _____

CHURCH INFORMATION

AVERAGE WEEKLY ATTENDANCE at Sunday Worship _____ Church School _____

Other Services (Describe) _____

CHRISTIAN EDUCATION

Age Group	Enrollment	Curriculum Used	No. of Teachers
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FINANCIAL STATEMENT for last year (Give year) _____

Income from

Offerings/Gifts \$ _____
Investments \$ _____
Rentals \$ _____

Other \$ _____
Total Income \$ _____

Expenses

Operating Expenses \$ _____
Debt Payment \$ _____
Benevolences \$ _____
(Presbyterians Sharing,
Synod, Presbytery,
WMS, PWS&D)

Other \$ _____
Total Expenses \$ _____

APPROVED BUDGET for the current year \$ _____

"PRESBYTERIANS SHARING..." ALLOCATION for current year Requested \$ _____
Accepted \$ _____

Convener of Search Committee _____

Address _____

Telephone _____
(Area Code) _____

CONGREGATION AND COMMUNITY

Type of Congregation _____

Type of Community _____

Size	Congregation		Community	
	Now	5 Yrs. Ago	Now	5 Yrs. Ago
Active Members	_____	_____		
Total Population			_____	_____
Radius of area in kilometers			_____	_____
Total number of churches in this area			_____	
Presbyterian churches in this area			_____	

Age (Estimate)	Congregation		Community
	Now	5 Yrs. Ago	Now
0-5 Years	_____ %	_____ %	_____ %
6-14 Years	_____ %	_____ %	_____ %
15-24 Years	_____ %	_____ %	_____ %
25-44 Years	_____ %	_____ %	_____ %
45-64 Years	_____ %	_____ %	_____ %
65+ Years	_____ %	_____ %	_____ %

Living Patterns

Adult(s) with at least one child	_____ %	_____ %
Single Persons	_____ %	_____ %
Two or more adults	_____ %	_____ %

Housing Patterns

Apartments	_____ %	_____ %
Private homes	_____ %	_____ %
Total number of households	_____	_____
Other (Explain)	_____ %	_____ %

OCCUPATIONS WITHIN THE CONGREGATION

	Now	5 Yrs Ago
Clerical/Secretarial	_____ %	_____ %
College/University Students	_____ %	_____ %
Elementary/Secondary Students	_____ %	_____ %
Farmers	_____ %	_____ %
Homemakers	_____ %	_____ %
Professional/Business	_____ %	_____ %
Retired	_____ %	_____ %
Technicians	_____ %	_____ %
Unemployed	_____ %	_____ %
Other	_____ %	_____ %

PASTORAL SKILLS AND INTEREST INVENTORY

What are the pastoral skills especially needed in the ministry and program of your church? Rank in order of priority from 1 to 18 -- 1 to 6 being the areas you most wish a minister to exercise.

_____ **Administration** (Managing the affairs of the congregation and other organizations)

_____ **Christian Education** (Writing or selecting appropriate curricula for the educational ministry, and planning activities for groups of all ages)

_____ **Community Leadership** (In areas like drug problems, schools, community organizations)

_____ **Counselling** (On a regular basis)

_____ **Crisis Visiting** (Serving people at times of illness, death, trauma, family crisis, job loss)

_____ **Denominational Service** (Sharing in the work of all the courts of the church)

_____ **Equipping Church Members** (For integrating Christian faith with life)

_____ **Evangelism** (Relating the gospel to people outside the church and helping the congregation to do the same)

_____ **Home Visiting** (On a regular basis)

_____ **Inter-Church Co-operation** (Working in inter-denominational programs and activities)

_____ **Leadership Development** (Planning for and sharing in the training of leaders for the church's program)

_____ **Leading Worship and Preaching** (Planning and conducting worship services)

_____ **Mission Outreach** (Evangelism and social justice in the community, the country, and the world)

_____ **Personal and Spiritual Development** (Providing resources and guidance for people's devotional life, and for prayer groups, retreats and other small group experiences)

_____ **Program Development** (Establishing goals, and organizing programs in church and community)

_____ **Stewardship** (Faithful use of our time, gifts and money in response to the generosity of God in Christ)

_____ **Work with Seniors**

_____ **Work with Youth**

POSITION DESCRIPTION

TITLE _____

PURPOSE/RESPONSIBILITIES/WORKING RELATIONSHIPS

SPECIAL QUALIFICATIONS

What additional qualifications, if any, are essential in this position such as education, experience, certification.

OTHER FULL AND PART-TIME STAFF

Name	Title	Full or Part- Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How long has the position been open?
By whom was the position last filled?
Current Address and Telephone

Minister _____ Dates Served _____

List 3 additional previous ministers

COMPENSATION

Stipend or Salary

- \$ _____ Annual cash stipend or salary (including travel allowance)
- \$ _____ Manse allowance
- _____ or use of manse
- \$ _____ Utilities allowance
- _____ or utilities paid
- \$ _____ Continuing Education allowance

OTHER CONSIDERATIONS

Length of vacation _____