

## Instructions for Completing the Congregational Profile -

The Congregational Profile can be downloaded from <http://disciples.org/gcom/resources/> in either MS Word or PDF form. For questions on any section of this profile, contact your Regional or Area Minister.

1. Fill in the Ministerial Position you are seeking to fill. (ex. Senior Minister, Associate Pastor, etc.) and the date you are filling out the form.

Section I. General Information: Enter the contact information for the congregation.

Section II. Membership Profile - this section describes the make up of the congregation in terms of ages, family make up, education and occupation.

1. Enter the numbers for members, participating members and participating non-members (those who regularly participate in the life of the church but have not officially placed their membership with the congregation).
2. Enter the number of participants in each age-category. Indicate whether these are actual or estimated numbers. Include both participating members and participating non-members.
3. Enter the percentage of participating members and participating non-members in each family profile. Indicate whether these are actual or estimated numbers.
4. Enter the percentage of participating members and participating non-members in each education category. Indicate whether these are actual or estimated numbers.
5. Enter the percentage of participating members and participating non-members in each occupational group. Indicate whether these are actual or estimated numbers.
  - A. From the occupational totals above, indicate the percentage of participating members and participating non-members who are employed full-time or retired.

Section III: Organizational Information - This section describes the organizational life of the congregation in terms of worship, educational activities, administration and other fellowship/service groups.

1. Worship: Check the appropriate boxes to describe the worship life of the congregation. Include the number of worship activities held each week. Within each category indicate whether it is held onsite or offsite and the average weekly attendance. Indicate the total weekly average attendance from all services. If a particular form of worship is not offered (i.e. Contemporary) that category may be left blank.
2. Educational Ministries: Indicate the kinds of educational ministries offered by the congregation for children and adults. Indicate the total average weekly attendance.
3. Administrative and Oversight Groups: Check the boxes indicating the forms of administrative or oversight groups within the congregation. List other groups that are not otherwise listed.
4. Ministries and Service Groups: List the ministry and service groups operating within the congregation and a brief description of each group's focus and activity. These might include groups such as Women's Ministries, Youth Fellowship Groups, Choir, etc.

Section IV. Staff: Indicate the current staffing of the congregation by marking a FT (for full-time), PT (part-time) or V (volunteer) next to the appropriate category.

Section V. Property: Describe the property owned or leased by the congregation.

Lines 1-4: Indicate the seating capacity or number of classrooms or offices, year erected and whether or not the space is adequate to the current congregation's need for each building category.

5. Off street parking: Indicate the number of spaces available for church use and whether or not it is paved.

6. Building Program: Indicate whether or not the congregation is currently involved in a building program or if one is projected in the near future. If yes or projected, briefly describe the program.
7. Church Location: Indicate the type of area in which the church building is located.
8. Parsonage: Indicate whether or not there is a parsonage. If yes, complete this section describing the parsonage property.
9. Other facilities: List other facilities owned by the congregation.

Section VI. Community: In this section, describe the community in which the congregation is located. For each section, check all that apply.

Lines 1-3: Describe the church's neighborhood in terms of characteristics, population trends, and local concerns.

4. Indicate the population profile of the church's neighborhood in terms of racial/ethnic percentages. Indicate whether these numbers are actual or estimated.

5. Demographic Trends: Describe the changes taking place in the church's neighborhood in terms of ethnic, religious, socio-political or other changes. Include a description of how these changes are known (i.e. census data, observation, etc.) How has the neighborhood changed in the last 6 months, 5 years and 10 years?

Section VII: Financial Information: This section describes the financial health of the congregation in terms of giving, outreach giving, debt and financial resources.

1. Enter the financial information for the previous 5 years beginning with the most recent year. This information can be found in the annual Yearbook reports completed by each congregation and listed in the annual Yearbook.
2. Enter the current debt held by the congregation and the monthly payment on that debt.
3. Enter the current financial resources held by the congregation and where those funds are held.

Section VIII. Congregational Outreach Ministries: This section describes the ways the congregation is reaching out beyond itself to impact its community and the wider church.

1. Community Ministries Program: List the local community ministries engaged in by the congregation. This would include ministries such as supporting local food banks, providing after school programs, etc.
2. Participation in the Christian Church (Disciples of Christ): List the ways the congregation is participating in the wider Christian Church. This would include participation in Area/District, Regional and General Church events.
3. Ecumenical and Interfaith Activities: List the ways the congregation is participating with other denominations or faith communities either locally or globally.

Section IX: Previous Pastoral Leadership History for Past Twenty Years: This section describes the pastoral leadership for the previous twenty years. Beginning with the most recent, list each pastor who has served the congregation along with position and starting and ending dates. Include installed and interim/transitional positions whether in senior, solo, co-, or associate positions.

Section X: Congregational Dynamics/Dealing with Conflict: This section describes how well the congregation deals with conflict. Consider how the congregation deals with conflict in each described situation. Mark each situation as it describes the congregation's response: C = closely, S= somewhat, N= not at all. Include comments if desired to provide more information.

Section XI: Congregational Discernment. This section provides a picture for potential pastors of the processes and practices used by the congregation in discerning its future. For each question, write a brief description of the ways the congregation is seeking God's vision for its future.

1. Describe the mission and vision of the congregation. What is the unique ministry this congregation has to offer?
2. Describe the processes used by the congregation in discerning the mission and vision. (i.e. New Beginnings, pastor led visioning process, small group discernment, board and vision committee in the congregation etc.)
3. Describe the Spiritual Disciplines practiced regularly by the congregation. (i.e. Bible Studies, Prayer Groups, Annual Spiritual Retreats, Tithing/Stewardship, etc.)
4. Describe the ways the congregation understands itself to be connected to the Christian Church (Disciples of Christ) and the wider faith community. Rather than list specific activities, include a description of why and how this connection is important to the life of the congregation.
5. Describe your search process and who has helped you in this process. How has the congregation participated in discerning the vision of the congregation and the gifts and characteristics of the next pastor? What other resources did you have/use?
6. Describe the particular gifts of the congregation. What are the resources the congregation has to offer (include financial, spiritual, human, tradition/history, etc.)
7. Describe the congregation's strengths and gifts as well as the challenges/growing edges.
8. Describe the decision-making processes used by the congregation. (i.e. decisions are made by consensus, decisions are made by the board with major decisions made by the congregation, etc.)
9. Describe how this congregation blesses its neighborhood, the Christian Church (Disciples of Christ) and the world.
10. Describe how this congregation lives into the call to be an example of God's witness, healing, and reconciliation in the world. How does your congregation show love and ministry out beyond itself into the world?

Section XII. Goals of the congregation for the next 5 years. This section describes where the congregation wants to focus over the next 5 years. If the congregation has not formally set goals, indicate such on the first line and move to Section XIII, or list the informal congregational leadership during the search process. (Do not try to make up some goals on the spot as a search committee that do not have the blessing of your congregation. Better to say you are between sets of goals than to lead a candidate to believe you have agreed upon goals that are merely a reflection of the search committee's preferences.)

Section XIII. List the personal and professional qualifications desired in the next pastor. These may include specific gifts and talents (preaching, evangelism, etc.) or ways of interacting/being (team player, visionary, etc.)

Section XIV: Compensation, Housing, Benefits. This section describes what the congregation is prepared to offer in the way of compensation and benefits.

- Compensation: Indicate the range for salary and housing combined. Indicate if this number is negotiable. Note: This number should include both the amount for salary and the amount for housing allowance.
- Housing: Complete this section only if the congregation is including a parsonage as part of the compensation package. If so, indicate the amount the parsonage would rent for in the local community. If the congregation does not offer a church-owned parsonage, leave this section blank and include the housing allowance dollar amount in the Compensation section above.
- Benefits: Check the boxes next to the benefits provided by the congregation. Note: Laws covering health insurance coverage, taxable vs. non-taxable reimbursements for coverage, etc. are changing. Check with your Regional Minister or the Pension Fund for the latest information or resources. [www.pensionfund.org](http://www.pensionfund.org)

- Reimbursable Professional Expenses: Note that these are not considered compensation, but reimbursements for expenses incurred in doing ministry on behalf of the congregation. Indicate the amount provided for each category.
- Moving Expenses: Indicate whether the congregation will provide all or part of the expenses of moving the pastor to the new ministry location.

Section XV: Discerning Areas of Greatest Need for Ministerial Leadership: This section identifies which skills and knowledge are most needed in the congregation's next pastor. These 16 Ministerial Areas are based on the requirements for ministry found in the Theological Foundations and Policies and Criteria for the Order of Ministry, the document that governs the ordination and commissioning of ministers within the Christian Church (Disciples of Christ). All ordained ministers are expected to have demonstrated competencies in these 16 areas.

Indicate the top 4 skills needed in your next pastoral leader. This listing allows Regional Ministers helping you to know your highest priorities when seeking and speaking with candidates.

Section XVI: Congregational Conduct. Review the "Ethical Guidelines for Congregational Conduct." It can be found here: <https://www.discipleshomemissions.org/wp-content/uploads/2012/10/SC-EthicalGuidelines.pdf> or on the Disciples Home Missions webpage ([www.discipleshomemissions.org](http://www.discipleshomemissions.org)) under Search and Call and Downloadable Documents. Indicate whether or not the congregation has taken official action to adopt this document. If the congregation is not familiar with the document, Search Committees are encouraged to introduce it to the congregation for study, reflection, and suggested adoption.

XVII: Additional Information: Use this space to provide additional information about the congregation. This may include links to your website, YouTube videos, information about your community, pictures, or other descriptions of the congregation's ministry and activities.

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