

**Sample Local Church Profile
Pacific Southwest Conference
Evangelical Covenant Church**

Introduction

This local church profile provides you with the necessary information to develop a description of your church. The profile should be carefully completed so that it reflects the uniqueness of your church. The search team may choose to involve the entire congregation in this process. A sample congregational survey is included for your use if you choose. You may wish to develop another survey for use with the leadership of the church to gain more detailed information.

Your profile will help you discern what needs you now have as a church. It will provide you with an opportunity to share what the whole church is seeking in its new pastor or associate. It will also provide a good introduction to and discussion about your ministry.

It is assumed that your search team has met with the regional conference representative who has helped you develop the process for searching for new pastoral leadership for your church. You are encouraged to be as candid and honest as possible about the history and traditions of your local church so that those who aid you in the process will have a clear picture of who you are as a local church.

Once the data is collected, consider compiling the information in a way that would make your church attractive to a potential candidate. You may submit the profile form as it is or you may use the data as a vehicle to communicate who you are as a church. You may choose to create a colorful brochure, notebook, C.D. video or whatever your team decides. This not only helps you define who you are as a church, but it also assists potential candidates in learning about your church.

When the profile is completed, submit to your conference representative. Your team will then receive profiles to consider as candidates for your open position.

DATE _____

**Local Church Profile
for
Churches Seeking Pastoral Staff**

Please return completed document to your Conference Representative.

1. Church _____

2. Address _____

City and State/Prov. _____ Zip/Postal Code _____

3. Church Telephone () _____ **Fax:** _____

email: _____ **website:** _____

4. Name of search team lead _____

Address _____

City and State/Prov. _____ Zip/Postal Code _____

Chairperson's telephone Home: () _____ Work: () _____

email: _____

5. Conference Representative assisting your church

Name _____

Telephone () _____ email: _____

6. Statistics: Numbers in Church Body (these figures may be taken from the *Covenant Yearbook*)

A. Membership: _____ B. Attendance _____

C. Care constituency (how many people consider your church to be their home?) _____

D. Sunday School _____ E. Junior High _____ F. Senior High _____

G. Women Ministries _____

7. Profile of church members: (Number of persons who fall into age categories.)

A. Age _____ 0-11 _____ 12-18 _____ 19-24 _____ 25-34 _____ 35-49 _____ 50-64 _____ 65+

B. Occupations: (Estimated number of persons who fall into categories listed.)

_____ business _____ clerical _____ farmer/rancher

_____ stay at home _____ laborer _____ professional

parent

_____ retired _____ student _____ others

C. Educational level of adults: (Estimated number of persons who fall into educational categories.)
_____ high school _____ college _____ graduate school

D. Household units in Congregation: (Number of persons who fall into categories listed.)
_____ married without children at home _____ married with children at home
_____ single _____ single parent with children at home

E. Describe the ethnic composition of your congregation:

F. Describe the ethnic composition of your community:

8. Which model of constitution best describes your church government?

_____ council _____ board _____ leadership team

Clarifying remarks:

9. Ministry life

Indicate major boards, committees, groups, and organizations that are a part of your church and the frequency of meetings--monthly, weekly, etc.

- *Indicate leadership role expected by using the following numbers:
1. Pastor or Associate takes primary initiative and responsibility
 2. Pastor(s) and laity share responsibility
 3. Laity takes primary initiative and responsibility

Name of group	Purpose of group	number of members	Frequency meetings	*Leadership role

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10. Finances and budget

A. Income and Expenditures for five years: (These figures may be taken from the *Covenant Yearbook*)

Year	Local Income	Appropriation Income	Operating Expense	Loan Payment	Denominational Giving	Conference Giving	Other Giving

B. Present savings \$ _____ Present investments & endowments/bequests: \$ _____

C. Indicate expenditures for church sponsored and affiliated ministries such as preschools, schools, community development cooperation, coffee houses etc. : \$ _____

D. Have you recently had a capital fund drive? What were the results of that project?

11. Considered Compensation: how your church intends to compensate your(associate) pastor:

- Contribute to the Pension Plan according to the Rules for the Ordered Ministry;
- Provide the group insurance program of The Evangelical Covenant Church, or a comparable plan (describe _____)
- Pay moving and travel expenses as follows: _____
- Compensate as shown below, reviewing it annually with respect to the cost-of-living index, merit, and personal need:

(For use when parsonage provided)

(For use when no parsonage provided)

STARTING SALARY

STARTING SALARY

Base \$ _____
 Value of Parsonage (33%) \$ _____
 Soc Sec \$ _____
 Utilities \$ _____

Base \$ _____
 Soc Sec \$ _____
 Housing Allowance \$ _____

TOTAL COMPENSATION \$ _____

TOTAL COMPENSATION \$ _____

BENEFITS

BENEFITS

Health Insurance \$ _____
 Pension \$ _____
TOTAL BENEFITS \$ _____

Health Insurance \$ _____
 Pension \$ _____
TOTAL BENEFITS \$ _____

- Reimburse the following ministry expenses, reviewing them annually:

Ministry Mileage \$ _____
 Continuing Education \$ _____

Covenant External Orientation Program	\$ _____
Ministry Resources	\$ _____
(Other) _____	\$ _____

- Grant an annual paid vacation of _____ weeks, and annual study/conference/speaking leave of _____ days (all by mutual timing consent)
- Reimburse for expenses incurred in attending the following conferences, and other official meetings at which your attendance may be required:
 - Covenant Annual Meeting _____
 - Midwinter Conference _____
 - Regional Conference Ministerial Annual Meeting _____
 - Minister's Retreat _____
 - (Other) _____
- Leave of absence due to family needs (Family Leave Policy)
- Sabbatical practices
- Other: _____

12. Property owned by the church

A. Describe buildings and property of your church, except parsonage. Include acreage and parking spaces.

B. Does the church own a parsonage? yes no If yes, how many rooms? _____

bedrooms _____ Describe _____

Address of parsonage _____

C. Is a building program projected? yes no If yes, what ? _____

_____ When? _____

13. Community characteristics

A. Has your church recently purchased a demographic study of the community? If so, when? _____
Summarize the results.

B. List two or three primary business/industries in the community.

1. _____

2. _____

3. _____

C. Describe distinctive attributes of your community.

D. What major trends do you envision in your community during the next five years?

E. List problem areas confronting your community which the members feel should be addressed by the church.

F. Indicate community responsibilities in which your church participates

G. For what purposes is your church building now being used by the community?

H. Describe your relationship with other churches in the community.

14. Denominational and conference activities

How does your pastor and church relate to conference and denominational ministries? (ie: attendance at conference and denominational annual meetings, camps, retreats etc.)

15. Comment on the following with what you believe to be the generally held responses of the congregation.

(If more space is needed, use additional pages.)

A. State your church's current vision or mission statement and its core values as they are used in your congregation's publications.

B. What have been the three most important events in the history of your Church? Indicate the dates of the events.

C. What has been the most interesting and challenging event in the life of your church in the last three years?

D. Describe your church's preference and practice related to women in leadership, both pastoral and lay.

E. Describe the evangelism/outreach program of your church.

F. Describe the various Christian Formation ministries of your church.

G. How do you expect the pastor you are seeking to participate in the congregation's Christian Formation ministries?

H. How does your church build community?

16. Describe the preferences in your congregation by using the following continuum: Use 10 for most frequent preference and 1 for the least frequent preference. Please put a circle in the space on the continuum that best shows your church's position and an X where your church would like to be. Explain the meaning of your choices if you desire on an additional sheet designated by footnotes.

	least most									
	1	2	3	4	5	6	7	8	9	10
Worship										
Contemporary										
Traditional										

	1	2	3	4	5	6	7	8	9	10
Sermon Style										
Thematic										
Expository										

	1	2	3	4	5	6	7	8	9	10
Sermon Text										
Lectionary of the Christian Year Series										

	1	2	3	4	5	6	7	8	9	10
Charismatic Movement										
Knowledge of										
Involvement In										

	1	2	3	4	5	6	7	8	9	10
Evangelism Style										
Intentional Strategy and Planning										
Natural Outcome of Giftedness										

	1	2	3	4	5	6	7	8	9	10
Compassion & Justice Ministries										
Interest										
Involvement in										

	1	2	3	4	5	6	7	8	9	10
Ministry Focus										
Discipleship/Equipping										
Community Outreach										

	1	2	3	4	5	6	7	8	9	10
Church's Theology of Baptism										
Believer										
Infant										

	1	2	3	4	5	6	7	8	9	10
Church's Practice of Baptism										
Believer										
Infant										

Covenant pastors agree to recognize the baptism of infants or believers as valid. To serve the entire church they are required to practice both modes of service.

17. Summary

A. Describe the strengths or positive qualities of your church

B. What does the congregation wish to accomplish during the next three years?

C. How do you expect the person you are seeking to help your church reach these goals?

D. Are there any pronounced distinguishing characteristics to the life of your church?

Pastoral Search Team Survey

In order to help the Pastoral Search Team identify the congregational preferences and priorities for a new senior pastor, please complete the following questionnaire and return it to the church office. Please indicate your **preferences** on this continuum with 1 being the lowest (or least frequent) and 10 being the highest (or most frequent) preference.

Section One: Ministerial Preferences

	least					most				
	1	2	3	4	5	6	7	8	9	10
Worship										
Contemporary										
Traditional										

	1	2	3	4	5	6	7	8	9	10
Sermon Style										
Thematic										
Expository										

	1	2	3	4	5	6	7	8	9	10
Sermon Text										
Lectionary of the Christian Year										
Series										

	1	2	3	4	5	6	7	8	9	10
Charismatic Movement										
Knowledge of										
Involvement In										

	1	2	3	4	5	6	7	8	9	10
Evangelism Style										
Intentional Strategy and Planning										
Natural Outcome of Giftedness										

	1	2	3	4	5	6	7	8	9	10
Compassion & Justice Ministries										
Interest										
Involvement in										

	1	2	3	4	5	6	7	8	9	10
Ministry Focus										
Discipleship/Equipping										
Community Outreach										

	1	2	3	4	5	6	7	8	9	10
Pastor's Theology of Baptism										
Believer										
Infant										

	1	2	3	4	5	6	7	8	9	10
Pastor's Practice of Baptism										
Believer										
Infant										

Covenant pastors agree to recognize the baptism of infants or believers as valid. To serve the entire church they are

required to practice both modes of service.

Choose 3 items below that are MOST IMPORTANT to you and rank them in order of priority, with "1" being LEAST important and "3" being MOST important. (All are important, but choose only three!)

	Preaching		Crisis intervention
	Teaching		Administrative leader
	Pastoral care		Ministry with youth
	Ministry with adults		Chaplaincy
	Counseling		Ministry with children
	Leadership development		Social justice
	Worship leader		Music
	Bible knowledge		Staff team builder
	Evangelism/Recruitment		Church planting

Section Two: Essay Questions – (optional) attach additional page if needed

1. Briefly describe/highlight one or more positive experiences that have occurred in the church since you have been attending.
2. Describe one or more strengths or positive qualities of our church.
3. How do you expect the pastor we are seeking to help our church reach our Mission and Vision statements?

Section Three: Demographic Information

Age:	12-18	19-24	25-34	35-49	50-64	65+
	_____	_____	_____	_____	_____	_____

Worship Attendance	Infrequent (6 times a year)	Occasional (Once a month)	Regular Attender (More than once a month)
	_____	_____	_____

(Optional) Name _____