

# **Instructions for Local Church Profile Evangelical Covenant Church**

## **Introduction**

This local church profile provides you with the necessary form to develop a profile of your church. The profile should be carefully completed so that it reflects the uniqueness of your church. It will greatly help the members of the pastoral search committee know what questions to ask and what attributes to look for in candidates for the pastoral staff position you are seeking to fill. The entire congregation can benefit from taking part in the program to complete this form. The congregation will better know itself and the Superintendent and the Executive Minister of the Ordered Ministry will be much better informed in recommending persons for the search committee to consider.

## **General Comments**

- You have received two copies of this form. A final typed copy is to be returned to your Conference Superintendent. Please type with a high quality ribbon so that this material may be photocopied. Copies will be made by the Department of the Ordered Ministry for the regional conference Superintendents and the Pastoral Relations Commission of the Covenant .
- It is assumed that your pastoral search committee has met with the regional conference Superintendent who has helped you develop the process for searching for new pastoral leadership for your church. It is also assumed that you have been given copies of the Pastoral Search Committee Manual by the Superintendent. These are but a part of the process in the process in securing a new minister. 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.
- Your profile will help you discern what needs you now have as a local church. It also will provide you with an opportunity to share, in writing, what the whole local church is seeking in its new minister. Your profile may be shared with your candidates by your committee. It will be a good introduction and provide a better interview and discussion about your ministry.
- You are encouraged to have a broadly representative group involved in filling out the profile so that it reflects the attitude of the entire congregation. Your Superintendent will be of help to you in finding the most appropriate ways to gain the fullest possible participation within your church.
- The Covenant Yearbook of the Evangelical Covenant Church and your recent annual reports can be the source for information in several places.
- Don't give up! The profile is long and may seem to ask questions that are not relevant to your needs. However, experience shows that the clearer you are about who you are as a local church and the specific leadership qualities and abilities you expect and want, the better you will be able to make the selection for you church.
- We will accept up to two (2) additional pages. Use 8 1/2 x 11" white paper, standard weight. Identify the part that you are expanding. Do not use a separate page for each item. Remember the Department of the Ordered Ministry will make copies of your completed form.

## **Instructions for Numbered Items**

1. Use the church's name as it is known in the Covenant Year Book.
4. Name the chairperson of the committee or other person named as the primary contact for the pastoral search committee.
6. Indicate the most recent number of members. The inactive members should include persons who live in other parts of the country, persons away at school, and those who do not regularly participate in the life of the church. The average attendance should be for the past year.
7. **A.** Study your membership records and estimate as closely as possible the ages of the members. Then determine the percentage in each age group.  
**B.** Categorize each person by occupation and then determine the percentage. If there are further categories, indicate them.
8. Much of the work of pastoral leadership is within the church organizations. Name the groups in your church and indicate the purpose in one or two words. If more space is needed, use an additional sheet. Be sure to complete the leadership role expected of pastoral leadership.
9. All categories are listed in the Covenant Yearbook.
10. Indicate here what is being offered to the person whom you are now seeking. The Conference Superintendent will be able to help you in working on reasonable amounts and arrangements for expenses and allowances.
11. **A.** Use the latest figures available to you for your community. Your source may be the United States census, your chamber of commerce, other government agencies.  
**C.** Every community has distinctive characteristics. It may be the friendly attitude of the people, good schools, excellent cultural opportunities, etc. Describe what your members feel are the particular distinctive attributes which would attract a person to your community.
12. Here is an opportunity to state briefly your church's views on a variety of subjects. These may well be some of the concerns you will later want to talk about with the candidate during an interview. You may gather the information in a variety of ways. These comments will be the committee's assessment of members' responses.
13. The candidates have been asked to describe their preferences on a similar continuum. This will be very helpful for you to discover how well a candidate will fit your church. Remember each of these items will provide profitable discussion both within the pastoral search committee and with the candidate.