

LEADERSHIP REFERRAL SERVICES

Missions Ministry Team • Cumberland Presbyterian Church
8207 Traditional Place
Cordova, Tennessee 38016

PERSONAL INFORMATION FORM

The Leadership Referral Service is a strictly confidential process. This form is not made public and is available for distribution to congregations only at your request (unless otherwise noted in the form). Forms not updated within FIVE YEARS, are destroyed and you will need to complete a new form should you want it circulated after that date.

PART I—BASIC DATA

Date: _____

Name: _____
Last First Middle

Preferred Mailing Address: _____
Street City/State Zip

Preferred Phone: (_____) _____

Preferred E-mail Address: _____

Ecclesiastical Status: *(Complete only most current)*

Candidate: _____ Licensed: _____ Ordained: _____
(mm/dd/yyyy) (mm/dd/yyyy) (mm/dd/yyyy)

Ordaining Presbytery _____

Denomination: _____

Elder: *(date ordained)* _____

Current Presbytery: _____

Current Congregation: _____
Church Name City/State

Work History, Church or Secular: *(List most recent first)*

Church or Employer	Start Date	End Date	City, State	Position Held

Formal Education:

Name/Place of Institution(s)	Degree(s)	Graduation Date	Major

Other Professional or Technical Training, Certificate or Accreditation: *(including Program of Alternate Studies [PAS] if applicable)*

PART II--PASTOR'S SUPPLEMENTAL INFORMATION FORM

*(Append the following information - A **maximum** of four single-spaced pages.)*

1. YOUR WORK

- A. What have been your major contributions to the work of the church, and what would you like to accomplish in the future?
- B. Describe your ministry in terms of significant characteristics of the community, congregation, or institution you have served, and programs you developed.

2. VIEWPOINTS--Append **brief and **succinct** statements accurately reflecting on:**

- A. Your personal approach and style as pastor of a congregation.
- B. Your theological perspective and personal beliefs.
- C. Your understanding of some major issues confronting the church in the world and how you feel the church should respond.

- D. Your view of the pastor's responsibility and involvement in administration, that is, in management-type functioning.
- E. Your concept of worship, including your preference of style of worship. (Informal, traditional, blended or contemporary). Would you be open to a church with a different style of worship than the style you are currently using? Would you be open to leading the church to formulate a style of worship that is acceptable to various ages and worship concepts within the church, including doing additional worship services if necessary?
- F. The purpose and nature, and your practice, of preaching.
- G. The purpose and nature, and your practice, of evangelism.
- H. The purpose and nature, and your practice, of education in the church, evaluating specifically printed materials you have used or examined.

3. **If you desire, COMMENT ON ANY OR ALL OF THE FOLLOWING:**

- A. When and where could a committee hear you preach?
- B. Special skills, chief hobbies and recreational activities.
- C. Published articles, pamphlets, books, or dissertation. Give title and dates.
- D. Describe briefly and specifically any continuing education in which you are currently involved, plan to be involved in in the future or desire to be involved in (including work toward degrees, but not limited to that.)
- E. Have you taken the Ministerial Ethics course, Healthy Boundaries, offer by the Pastoral Development Ministry Team? Yes No
If so, date it was taken? _____

4. REFERENCES--List 2-4 persons who would be in a position to give an objective evaluation of your training, experience and capabilities. Note any restrictions you wish to place on contacting these references.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Name: _____

Date: _____

PART III—SKILLS, INTERESTS AND EXPERIENCE INVENTORY

(See Instruction Guide for directions. Mistakes are often made in this section.)

1. **PASTORAL SKILLS.** It is assumed all skills listed below are used by every pastor. However, each person has certain special gifts and particular interests. My ministry would be most satisfying in a congregation or position in which pastoral activities are emphasized as follows: (When your selections are completed, you should have **ONLY EIGHT** items circled **1** (highest emphasis). The remaining should be circled 2, 3, or 4.)

	HIGH		LOW	
Evangelism (Relating the gospel to people outside the church and enabling the laity to bear personal witness)	1	2	3	4
Personal and Spiritual Development (Providing resources and guidance for individuals in their devotional life and for prayer groups, retreats, and other small group experiences)	1	2	3	4
Leading Worship (Planning and conducting worship services)	1	2	3	4
Preaching (Communicating the gospel through sermons and relating it to life)	1	2	3	4
Administration (Managing the affairs of the congregation and its organizations)	1	2	3	4
Program Development (Establishing goals and organizing to create and implement programs in church and community)	1	2	3	4
Stewardship (Leading in the development and use of individual and congregational resources)	1	2	3	4
Counseling (In a formal setting, assisting persons who face problems or decisions)	1	2	3	4
Visiting homes (calling in homes on a regular basis)	1	2	3	4
Crisis Visiting (Serving people in the midst of crises, e.g., illness, death, trauma...)	1	2	3	4
Community Leadership (Organizing to meet needs such as drug problems, schools, fair housing, etc.)	1	2	3	4
Inter-Church Cooperation (Working in interdenominational programs or activities)	1	2	3	4
Denominational Service (Serving in the work and on the committees of the church outside the local congregation)	1	2	3	4
Christian Education (leading the congregation in its ministry of Christian Education)	1	2	3	4
Youth Ministry (Developing and leading a program of education with youth)	1	2	3	4
Music and the Arts (Using the arts as a resource in worship and ministry)	1	2	3	4
Recreation (Leading the congregation in a creative use of leisure time)	1	2	3	4

2. TYPES OF CHURCH EXPERIENCE IN THE PAST

Church Type	Years of Experience	Last Year	Church Type	Years of Experience	Last Year
Single Congregation			Urban		
Yoked/Multiple Parish			Suburban		
Multiple Staff Church			Small Town		
Union Church			Rural		
New Church Development			Other		

3. SPECIAL EXPERIENCE. If you have had pastoral experience in a college community, retirement community, resort/recreational area, etc., please describe briefly.

4. OTHER CHURCH AND SECULAR WORK EXPERIENCE. Indicate below any other work experience that might enrich your ministry. In doing so, note years of experience, last year worked and whether it was volunteer work or a paid position, as well as whether it was full-time or part-time.

PART IV—CONFIDENTIAL INFORMATION

(This page is for use by the Leadership Referral Services [LRS] only to aid you in the referral process. It will not appear as a part of your circulated dossier.)

1. AVAILABILITY

- A. If you DO NOT want your dossier circulated at this time without your prior approval, check here _____.
- B. If your current dossier is free to be circulated to those who request it, or at the initiative of LRS, check here _____.
*(A current dossier is one that reflects your present position and is not more than **five years old**. If your dossier has not been updated within five years, it will be **destroyed** and it will be **your responsibility** to complete a new one to place in circulation after that date.)*

Note: Notify the LRS of any change in the circulation status of your dossier. The office will enter the date any change is made in availability status.

2. WORK PREFERENCES *(check that apply)*

- Full-time
- Interim
- Supply Work
- New Church Development
- Redevelopment
- Missionary Service
- In a parish consisting of more than one church
- As an associate or assistant on a multiple staff
- Youth or Education (specify) - _____
- Tent-making with a self-supporting secular job. Specify type(s) of work with which you could fully or partially support yourself.

3. GEOGRAPHIC CHOICE

Open regarding location *(check if applicable)* _____.

You are encouraged to list "open." This will give you the widest range of opportunities. However, if you choose not to do that, list up to three areas (states, presbyteries, and/or synods) in which you prefer to serve and three in which you prefer not to serve.

Areas preferred:

- 1. _____
- 2. _____
- 3. _____

Areas in which I prefer not to serve:

- 1. _____
- 2. _____
- 3. _____

4. REMUNERATION

Total present annual salary/benefits, *excluding housing*: \$ _____

Do you live in a manse? (*Check one*) Yes No

If you receive a housing allowance in lieu of a manse, what is the annual amount?
\$ _____

Minimum total salary/benefits, *including housing allowance*, you would accept in new location. \$ _____

5. COMMUNITY PREFERENCE (*As you check your preference, please be aware that the CPC consists largely of rural and small town churches.*)

- Rural/Small Town Suburban
 Urban Open regarding community size

6. SIZE OF CHURCH (*As you check your preference, please be aware that most CP churches have fewer than 100 active members.*)

- Less than 50 active members 50-100 active members
 100 or more active members open regarding size of church

7. DATE AND PLACE OF BIRTH: _____

8. MARITAL STATUS: (*check one*) Single Married Divorced/Widowed

If married, spouse's name: _____

9. NUMBER OF CHILDREN AT HOME & AGES: _____

Should you have any questions at all, please contact Rev. Pam Phillips-Burk at (901) 276-4572 ext. 203? or pam@cumberland.org.