



Office of the Stated Clerk  
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**CHURCH PROFILE FORM**

Revised 8/2017

Check here if you would like to be added to our Ministry Opportunity List  
([www.pcaac.org/get-involved/pastoral-job-positions/](http://www.pcaac.org/get-involved/pastoral-job-positions/))

**PART I -- BASIC DATA**

1. NAME OF CHURCH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ PRESBYTERY: \_\_\_\_\_

2. NAME OF PULPIT COMMITTEE CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. TYPE OF COMMUNITY

- Inner City \_\_\_\_\_
- Urban (Downtown) \_\_\_\_\_
- Urban (Residential) \_\_\_\_\_
- Suburban \_\_\_\_\_
- Small Town \_\_\_\_\_
- Rural \_\_\_\_\_
- College \_\_\_\_\_
- Retirement \_\_\_\_\_
- Resort/Recreational \_\_\_\_\_
- Agriculture \_\_\_\_\_

4. TYPE OF CHURCH

- Church with Multiple Staff \_\_\_\_\_
- Church with Solo Pastor \_\_\_\_\_
- Mission Church \_\_\_\_\_
- Non-PCA Church \_\_\_\_\_
- Overseas Church \_\_\_\_\_

5. SIZE CHURCH

- Under 100 members \_\_\_\_\_
- 101-250 members \_\_\_\_\_
- 251-500 members \_\_\_\_\_
- 501-800 members \_\_\_\_\_
- 801-1,000 members \_\_\_\_\_
- 1,001-1,600 members \_\_\_\_\_
- Over 1,600 members \_\_\_\_\_

6. TYPE OF POSITION VACANT
- Pastor (Solo) \_\_\_\_\_
  - Senior Pastor \_\_\_\_\_
  - Associate Pastor \_\_\_\_\_
  - Assistant Pastor \_\_\_\_\_
  - Interim or Supply \_\_\_\_\_
  - Lay Professional \_\_\_\_\_
  - (e.g. Educator, Musician)
  - Pastoral Counselor \_\_\_\_\_

7. CONGREGATIONAL INFORMATION
- Average Attendance \_\_\_\_\_
  - # of Adults over 65 \_\_\_\_\_
  - # of Adults under 65 \_\_\_\_\_
  - # of Teens \_\_\_\_\_
  - Number of Children \_\_\_\_\_

8. FINANCIAL INFORMATION
- Total Income \_\_\_\_\_
  - Benevolent Disbursements \_\_\_\_\_
  - Church Expenses \_\_\_\_\_
  - Ministers Compensation Package \_\_\_\_\_

9. MANSE:  
 (a) Does the church have a manse? \_\_\_Yes \_\_\_No (b) If "yes," is the pastor expected to live in the manse? \_\_\_Yes \_\_\_No

10. SCHOOL:  
 Does the church own or operate a school? \_\_\_Yes \_\_\_No

11. PROGRAMS AND OUTREACH
- |       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**PART II -- PASTOR CRITERIA DESIRED**  
**(Check all that apply)**

- A. YEARS OF MINISTRY EXPERIENCE REQUIRED (may include ordained or nonordained experience):
- None needed \_\_\_\_\_
  - 1-5 \_\_\_\_\_
  - 5-10 \_\_\_\_\_
  - 10-20 \_\_\_\_\_
  - Over 20 \_\_\_\_\_
  - No preference \_\_\_\_\_
- B. Marital Status:
- Single \_\_\_\_\_
  - Married \_\_\_\_\_
  - No preference \_\_\_\_\_

### PART III -- CONGREGATIONAL PRIORITIES

THE CONGREGATION PLACES PRIORITIES FOR THIS MINISTER ON THE FOLLOWING:

Check no more than six (6) of the following twenty activities to indicate the highest priorities for this ministerial position.

#### **CHECK NO MORE THAN SIX (6)**

1. \_\_\_ WORSHIP LEADERSHIP: Pastor and Session work to develop a rich worship life, educating the congregation for meaningful participation.
2. \_\_\_ PROCLAMATION OF THE WORD: The word of God is preached with urgency and conviction, bringing it to bear on the changing needs of individuals, the community, and the world. High priority of pastor's time placed on sermon preparation.
3. \_\_\_ SPIRITUAL DEVELOPMENT OF MEMBERS: Pastor shares members' struggles regarding the Christian faith, with opportunity provided for individuals and groups to reflect on beliefs, concerns, doubts regarding Christian understanding of the spiritual dimensions of life.
4. \_\_\_ CONGREGATIONAL VISITATION: Church officers and pastor develop and carry out a systematic plan for visitation of the entire congregation with special attention to prospective members and those with special needs.
5. \_\_\_ HOSPITAL OR EMERGENCY VISITATION: Those in hospitals or emergency situations are regularly visited; network developed to keep pastor and others informed of crisis situations; needs of ill or bereaved are met.
6. \_\_\_ CONGREGATIONAL FELLOWSHIP: Emphasis placed in developing fellowship, helping members to know one another; groups encouraged which give members the opportunity to love and support one another.
7. \_\_\_ COUNSELING SERVICE: A counseling program initiated for assisting those in and outside the Church; appropriate referrals made when needed.
8. \_\_\_ EVANGELISM: Pastor and congregation share faith in Christ as personal Savior in total lifestyle; seek to lead others within and outside the Church to accept Jesus Christ; congregation is informed, trained, helped to establish effective evangelism programs for the church.
9. \_\_\_ DISCIPLESHIP TRAINING
10. \_\_\_ ENCOURAGING THE MINISTRY OF THE LAITY: Creative ideas and directions developed together with the Session; many persons with appropriate skills stimulated to become involved in services.
11. \_\_\_ MISSION BEYOND THE LOCAL COMMUNITY: Awareness of the Church's worldwide mission and opportunities for corporate and individual involvement; specific projects identified: persons challenged to support, study and/or visit mission programs on six continents.
12. \_\_\_ DEVELOPMENT AND SUPPORT OF EDUCATION AND TRAINING PROGRAM: Session and pastor identify the educational needs of persons of all ages and backgrounds, developing programs to meet needs; church education supported; educational goals are congruent with the total mission of the Church.
13. \_\_\_ TEACHING RESPONSIBILITY: Pastor accepts an active teaching role, interpreting and teaching the Scriptures, theological concepts, history of the Church and current events; provides instruction for Church Officers; educational leaders, and confirms new members.
14. \_\_\_ INVOLVEMENT IN LOCAL COMMUNITY PROBLEMS AND ACTIVITIES: Concern for identifying social problems in the community; work done with groups seeking solutions. Time and skills committed to community groups. Information and encouragement provided which enable members to become informed and involved.

15. \_\_\_ CONGREGATIONAL COMMUNICATION: Two-way communication encouraged, information gathered and shared that will assist problem solving and decision making; varying opinions elicited and all encouraged to listen to opposing points of view.
16. \_\_\_ ADMINISTRATIVE LEADERSHIP: Pastor accepts appropriate administrative responsibilities, in climate of delegated tasks and shared leadership; volunteers and professional staff encouraged to use their ideas and skills. Work done on developing accountability.
17. \_\_\_ STEWARDSHIP AND COMMITMENT PROGRAMS: Session and pastor develop a planned stewardship education program to communicate the financial needs of the local church and mission beyond the local church; congregation challenged to commitment to Church's work.
18. \_\_\_ EVALUATION OF PROGRAM AND STAFF: Systematic procedures used to evaluate programs and staff performance in accord with goals and objectives. Others trained to use these skills. Regular assessment and evaluation.
19. \_\_\_ CONGREGATIONAL AND DENOMINATIONAL RESPONSIBILITY: Value placed on balance between local church and Assembly responsibilities. Congregation and Session know and are involved in the work of the denomination.
20. \_\_\_ DIACONAL MINISTRIES: Ministering to the needs of those inside and outside of the Church.

**PART IV -- PASTORAL MINISTRY STRENGTHS OR EXPERIENCE DESIRED**

Please check **NO MORE THAN SIX (6)** primary pastoral ministry strengths or experience expected for this position.

- |                         |                       |                               |                         |                           |
|-------------------------|-----------------------|-------------------------------|-------------------------|---------------------------|
| ___ Preaching           | ___ Teaching          | ___ Evangelism                | ___ Discipleship        | ___ Worship Leadership    |
| ___ Team Work           | ___ Counseling        | ___ Youth Work                | ___ Leadership Training | ___ Church Administration |
| ___ Christian Education | ___ Singles Ministry  | ___ Stewardship               | ___ Diaconal Ministry   | ___ Ministry to Seniors   |
| ___ Pastoral Visitation | ___ Community Service | ___ College & Career Ministry |                         |                           |