



Administrative Committee
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MINISTERIAL DATA FORM

Revised 8/2017

PART I -- BASIC DATA

(Please type or print)

1. FULL NAME _____ DATE COMPLETED _____
2. HOME ADDRESS _____ TELEPHONE _____
CITY _____ STATE _____ ZIP _____
EMAIL _____
3. ORDINATION: Date _____ By _____ (Presbytery, Denomination or Church)
If not ordained, are you under care of presbytery (Yes or no)? _____ Name of Presbytery: _____
4. CURRENT MEMBERSHIP _____
5. EDUCATION: Name of Each Institution Attended _____ Degree _____ Yr. Grad. _____
(a) College: _____
(b) Seminary: _____
(c) Graduate Training: _____
(d) Other Professional School: _____
(e) Special Training: _____

6. EXPERIENCE: Please list ministry experience. Then **check no more than three (3)** primary types of pastoral ministry you used for each position. If not ordained, list ministry related experience.

Check no more than three (3) for each position listed.

a. Current or most recent:

(Church, Field or Ministry)	(City & State)	(Presbytery)	(Position)	(Dates)
___ 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		

b.

(Church, Field or Ministry)	(City & State)	(Presbytery)	(Position)	(Dates)
___ 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		

TO WHOM IT MAY CONCERN:

PLEASE NOTE: It would be appreciated if you would treat this Ministerial Data Form in a confidential manner. We hope you will assist us in avoiding embarrassment to the minister who submitted this Form and thereby shows his desire to cooperate in the program of our Church.

c.

(Church, Field or Ministry)	(City & State)	(Presbytery)	(Position)	(Dates)
___ 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		

d.

(Church, Field or Ministry)	(City & State)	(Presbytery)	(Position)	(Dates)
___ 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		

e.

(Church, Field or Ministry)	(City & State)	(Presbytery)	(Position)	(Dates)
___ 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		

f. **Other Experience** -- Professional, Business or other experience that contributes to your use in the Ministry?

Please check **no more than three (3)** primary types of experience you acquired in your professional, business or other secular experience that will contribute to your use in Ministry:

___ Teaching	___ Evangelism	___ Team Work	___ Counseling	___ Youth Work
___ Leadership Training	___ Administration	___ Services to Seniors	___ Community Service	
___ Services to College or Young Career ages Other experience (specify): _____				

7. PLACE OF BIRTH: _____ DATE OF BIRTH: _____

8. MARITAL STATUS

(a) Single ____; Married ____; Remarried ____; Widowed ____

(b) Wife's Full Name _____

Date of Marriage _____

(c) Have you ever been divorced? (If so, please state the circumstances below, including the attitude of your Presbytery at this time.) _____

(d) Children:

Names	Ages	Names	Ages
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(e) Other Dependents:

9. PLEASE BE SPECIFIC IN ANSWERING THE FOLLOWING:

(a) If you are not now a member of the Presbyterian Church in America, do you intend to support and be active in the denomination? _____

(b) Are you in agreement with the system of doctrine, discipline and government of the Presbyterian Church in

America?

Yes _____ No _____ If "No", please explain briefly. _____

10. (a) PRESENT PASTORATE: _____ No. of members _____

(b) Remuneration:

Present annual salary \$ _____; Housing Allowance \$ _____ Manse provided? ____ Yes ____ No

Retirement \$ _____, Social Security \$ _____, Health Insurance \$ _____

Other Allowances -- Books \$ _____, Car \$ _____, Utilities \$ _____

Other -- (Specify) _____ \$ _____, Vacation _____ (weeks)

Do these meet your needs? _____

(c) If you do not currently have a call or have been out of seminary for fewer than 2 years, please indicate some idea of the salary and housing allowance you feel you require: \$ _____

11. REFERENCES: List 5 to 6 persons who would be in a position to give an objective evaluation of your training and experience. Include at least three ministers and two laymen (who are not members of your present church).

Name	Address (Street, City, State, Zip)	Phone (With Area Code)	Email Address
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PART II -- SUMMARY OF PREFERENCES

(Check all of which you are willing to consider.)

TYPE OF CHURCH

Church with Multiple Staff _____
 Church with Solo Pastor _____
 Multiple Churches _____
 New Church Development _____
 Non-PCA Church _____
 Tent Making _____
 Overseas Ministry _____
 Other _____
 (Specify) _____
 No preference _____

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 _____
 No preference _____

SPECIALIZED MINISTRIES

Minister of Music _____
 Minister to Youth _____
 Minister to Senior Citizens _____
 Part-time or Short-term Minister _____
 Christian School _____
 Other _____
 (Specify) _____

TYPE OF POSITION

Pastor (Solo) _____
 Senior Pastor _____
 Associate Pastor _____
 Assistant Pastor _____
 Interim or Supply _____
 Pastoral Counselor _____
 Other Position _____
 (Specify) _____
 No preference _____

TYPE OF COMMUNITY

Inner city _____
 Urban (Downtown) _____
 Urban (Residential) _____
 Suburban _____
 Small Town _____
 Rural _____
 College _____
 Retirement _____
 Resort/Recreational _____
 Agricultural _____
 No preference _____

GEOGRAPHICAL AREA

Eastern Canada _____
 Western Canada _____
 California/Hawaii _____
 Pacific Northwest (WA, OR, ID, AK) _____
 Southwest (UT, AZ, NM) _____
 Rocky Mountain States (MT, WY, CO) _____
 Plain States (MO, KS, NE, IA) _____
 Texas/Oklahoma _____
 Upper Mid West (SD, ND, MN) _____
 Mid South (AR, TN, KY) _____
 Southern States (LA, MS, AL) _____
 Southeast (GA, SC, NC) _____
 Florida _____
 Appalachian (W PA, WV, VA) _____
 Mid Atlantic (E PA, DE, NJ, MD, VA) _____
 Midwest (IN, IL, OH) _____
 Northeast (MA, VT, NH, CT, ME, RI) _____
 New York _____
 Great Lakes (WI, MI) _____
 Other _____
 (Specify) _____
 No preference _____

PART III -- PASTORAL ACTIVITIES

A. I would be more comfortable in a congregation that placed the priorities on my ministry the following way: Of the twenty activities below, **check six (6) activities only.**

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.

B. I WOULD BE MORE COMFORTABLE IN MINISTRY WHERE THESE GIFTS **ARE NOT** UTILIZED: Check as many as necessary, indicating areas of ministry gifts that you prefer to **not utilize**.

____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		

C. PHILOSOPHY OF MINISTRY: Please summarize your philosophy of ministry.

PART IV -- PERSONAL VIEWS AND PRACTICES

Please state briefly (one or two sentences) your personal views and practices using the following outline. Attach additional pages if necessary. On a separate page give a brief account of your conversion and Christian testimony.

A. Theological Conviction -- Brief Statement

View of Scripture

World and Life View

Trinity

Person and Work of Christ

Justification

Sanctification (View of Law)

Covenant Theology

Covenant Baptism

Covenant of Works and Grace

Dispensationalism

Five Points of Calvinism

Gifts of the Spirit

Evangelism

Church Discipline

Personal Prayer and Devotional Life

Personal Views on Smoking

Use of Alcohol

B. Personal Practices

Indicate approximately how much time (per day or per week) you spend on each of the following:

1. Devotional Life _____
2. Place of Family _____
3. Sermon Preparation _____
4. Hobbies and Recreation _____
5. Pastoral Work _____
6. Community Activities _____
7. Church Administration _____
8. Other studies _____
9. Social Media _____

On another page, give your weekly schedule.

C. Miscellaneous (Use a separate page if necessary.)

Recent continuing education _____

Awards _____

Published writing _____

Special evangelism training _____

Key experience in ministry _____

Future goals _____