

PLEASE TYPE

LEADERSHIP REFERRAL SERVICES
Cumberland Presbyterian Church
8207 Traditional Place
Cordova, Tennessee 38016
CHURCH INFORMATION FORM
(See the Instruction Guide for Completing this Form)

PART I—CHURCH/COMMUNITY PROFILE

Date Forms Completed:

A. THE CHURCH

Name and Address of Church:

Church Number:

Year Organized:

Phone Number:

Presbytery:

Attendance/Services

Average weekly attendance for AM worship:

Church School:

Other regular services (list/describe):

Church School

Grades/Ages:

Enrollment:

Resources/Curriculum Used:

Financial Statement for the last complete fiscal year (*give year*):

Income from:

Pledges: Operating Expenses:

Offerings/Gifts:

Other:

Total Income:

Expenses:

Debt Payment:
Benevolences (OUO,
Presbytery, Synod,
Second Mile):

Other:

Total Expenses:

Approved Budget for the Current Fiscal Year:

Current Active Membership:

Active Membership 5 years ago:

Organizations in the church (CP Women's Ministry, Youth, Men's Fellowship, etc.):

B. THE COMMUNITY

Total population of the city, town, or rural area in which the church is located:

This church serves a community or neighborhood that encompasses an area within how many miles of the church?

Indicate the kind of service area by checking any of the following that apply.

Inner City Urban (Downtown) Urban (Residential) Suburban Town
Rural College Retirement Recreational/Resort Agricultural

The city/town/rural area in which the church is located is (*check one*):

Growing Declining Static

The immediate community/neighborhood/parish served by the church is (*check one*):

Growing Declining Static

PART II—POSITION DESCRIPTION

A. Title of Position (*see instructions*):

B. Purpose/Responsibilities/Working Relationships (*see instructions*):

C. List all other full or part-time staff:

(Name, title, full-time [FT] or part-time [PT])

D. Date position became, or will become, vacant:

By whom was the position last filled?

Current address and telephone:

E. Is this a full-time position?

If not, how much time will be required per week/month? What other employment opportunities exist for a person filling this position?

F. Compensation

1. Salary

a. Minimum annual cash salary:

b. Manse?

If no, manse allowance:

c. Utility allowance:

2. Benefits

a. Church's contribution to minister's retirement fund:

b. Health Insurance:

c. Other benefits (explain):

3. **Total compensation:**

G. Professional Expense Reimbursements and Allowances

1. Automobile Expense:

2. Expenses to General Assembly/Conferences:

3. Continuing Education

4. Other expenses (explain):

Total Professional Expense Reimbursement or Allowances:

H. Other Considerations

Length of vacation:

Amount of time allowed for preaching missions/revivals/continuing education/conferences, etc.:

PART III—SKILLS, INTERESTS, AND EXPERIENCE INVENTORY
(See Instruction Guide for directions. Mistakes are often made in this section.)

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

	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 people 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

PART IV—NARRATIVE INFORMATION

(Attach your narrative information, using the outline below. If your church or committee has recently done a Mission Study and/or written a Mission Design with goals and objectives, you may use information from that in place of sections B and C below. Do not use more than five (5) pages of narrative information. The statements/questions in the outline below are only suggestive of the kinds of information you might wish to include in this narrative section.)

A. THE CHURCH AND COMMUNITY

1. The Church

Write a brief statement describing the way your members view your church, including any special "flavor" or hallmarks you can identify that would help a stranger to understand the kind of congregation you have. It would be helpful to state something about the membership of your church in terms of occupations, educational levels, racial mix, etc. Note any plans for extensive remodeling of the church's facilities or any plans for future construction on either the church facilities or the manse. Describe the church's property—not only in terms of buildings but also in terms of the total church site, indicating any special use of the property by the church or community, e.g., recreational uses.

2. The Community

Describe the community in which the church is located in such a way that a stranger could visualize the kind of community it is. What educational, cultural, and medical facilities are available, either in the community or nearby? What other churches serve the same community? Are there special, or major, issues confronting the community and, if so, how is the church responding to them?

B. PROGRAM AREAS IN THE LIFE OF THE CHURCH

Comment on such program areas as worship, fellowship, Christian education, evangelism, stewardship, missions (both local and beyond the congregation). Describe some programs or involvements by the church that have been most meaningful in your church's life and ministry. What kind of structure is used to plan and implement programs in your church, e.g., committee structure, what committees are functioning, how often do they meet, etc.?

C. GOALS, OBJECTIVES, VIEWPOINTS

What goals/objectives have been established by your church for its life and ministry? Comment on your understanding of some major issues that your church will be facing in the coming few years (five to ten years).

D. BENEVOLENCE SUPPORT

What percentage of your church's annual total offerings is given to benevolent causes? Use the last complete fiscal year to figure the percentage and note if there are plans to increase or decrease the benevolent support in the current fiscal year. In figuring the total benevolent support, include such items as Our United Outreach (OUO), presbyterial and synodical causes, Second Mile Giving that is directed to programs outside your local congregation, and local benevolences outside your congregation but in the community, e.g., aid for the needy, etc.

List the non-denominational causes, if any, to which benevolence/mission support is given, along with an approximate annual amount, e.g., World Vision (other than what is channeled through the denominational program that is linked with World Vision).

PART V—CONFIDENTIAL INFORMATION

The information on this page is confidential and will not be shared with those whom you have under consideration but will be used by the Leadership Referral Services to inform the decision as to whose dossiers to forward to the search committee.

A. ADDITIONAL POSITION INFORMATION

1. Is ordination, or readiness for ordination, required? Yes No
Comments, if any:

2. Preferred years of experience: (If this is not a factor for consideration, please check here . If it is a factor, check the appropriate category(ies) below. If you wish to check more than one blank, do so in priority order by numbering the blanks 1,2, 3, etc., with 1 being your first choice.)

Recent seminary graduate with no full-time experience At least four to ten years' experience

At least one to three years' experience More than ten years' experience

3. Types of communities in which it is preferred the person has had some training and/or experience: (If this is not a factor for consideration, please check here . If it is a factor, select three of the categories below and number in order of importance with "1" being the first choice.)

Inner City Urban (Downtown) Urban (Residential) Suburban

Small Town College Community Retirement Community

Resort/Recreational Other:

4. Special Qualifications: What additional qualifications, if any, are required or desired for this position, e.g., Foreign language fluency, special educational or particular life experience? Note whether any listed are required or merely desired.

B. ADDITIONAL CHURCH INFORMATION

1. Minimum compensation you will offer (same as Part II-F) \$

2. Maximum compensation you might offer (what Part II-F-3 might become) \$

3. Cutoff date for accepting dossiers to be considered by the Search Committee (30 to 60 days from the date forms are completed, listed in Part I-A, page 1, would be normal):

4. These forms were completed by the Search Committee of the Cumberland Presbyterian Church, which consists of:
men women youth

5. Name and address of the chair of the Search Committee:

Telephone:

C. WHERE TO SEND FORMS

1. Your completed CHURCH INFORMATION FORM (Parts I-V) should be mailed to: Leadership Referral Services, Missions Ministry Team, 8207 Traditional Place, Cordova, Tennessee 38016.

2. The PERSONAL INFORMATION FORM completed by the potential pastor(s) will be mailed to you by the Leadership Referral Services to the name and address you indicate below.

Name: Telephone:

Address:

City/State/Zip:

Email: