

PLEASE TYPE

LEADERSHIP REFERRAL SERVICES

Cumberland Presbyterian Church
8207 Traditional Place
Cordova, Tennessee 38016



CHURCH INFORMATION FORM

Date Form Completed:

Form Completed by:

PART I—CHURCH/COMMUNITY PROFILE

SNAPSHOT OF THE CHURCH

Name and Address of Church:

Church Number:

Website:

Phone Number:

Presbytery:

Year Organized:

Current Active Membership:

Active Membership 5 years ago:

Contact Information

Search Committee Chairperson:

Phone Number:

Email Address:

Attendance/Services

Average weekly attendance for Morning Worship:

Evening Worship:

Mid-Week Service:

Other regular services (list/describe):

Church School (number in attendance)

Nursery:

Curriculum:

K-6:

Curriculum:

Youth:

Curriculum:

Adults:

Curriculum:

Total Enrolment:

Organizations/Meetings in the church (Bible Study, CPWM, Youth, Men's Fellowship, etc.):

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

Income from:

Pledges:

Offerings/Gifts:

Other:

Total Income:

Expenses:

Operating Expenses:

Debt Payment:

Benevolences:

(OUO, Presbytery, Synod,
Second Mile, Stott-Wallace):

Other:

Total Expenses:

Approved Budget for the Current Fiscal Year:

SNAPSHOT OF 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

Title of Position: Senior Pastor Pastor Associate Pastor

Youth Minister Children’s Minister Music Minister Other:

Synopsis of Job Description and Expectations:

List all other full or part-time staff: (Name, title, full-time [FT] or part-time [PT])

Date position became, or will become, vacant:

By whom was the position last filled?
Current address and telephone:

May they be contacted?

Expectations of Work Week:

- Full-time (30 hours or more) Part-Time (Less than 30 hours)
- Tent-Maker (Another job/ministry is expected and acceptable) Other (please explain):

Compensation

Salary:

- a. Minimum annual cash salary:
- b. Manse?
If no, housing allowance:
- c. Utility allowance:
- d. Other benefits (explain):

Benefits:

- a. Church’s contribution to retirement fund:
- b. Health Insurance
- c. Other benefits (explain):

Total compensation:

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:

Other Benefits:

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

PART III—SKILLS, INTERESTS, AND EXPERIENCE INVENTORY

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 his or her 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. WORSHIP PREFERENCES

Please describe the worship style of your church as it is now.

Informal:

Traditional:

Blended:

Contemporary:

If your church does not include a blended or contemporary style of worship, please state whether your church would be open to changing the present style of worship. If so, how? (Include a current Worship Bulletin).

If your church worship style does not include blended or contemporary elements of worship would you be open to changes within worship, or to the addition of worship services to include these kinds of worship?

D. 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).

E. 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).