

CHURCH PROFILE FORM

Reformed Church in America

The Church Profile Form has three purposes. First, it is often useful as a self-study document which helps a consistory to look at the ministry of its congregation and determine the direction and kind of leadership needed for the chapter of ministry immediately before it. Secondly, the Church Profile Form is helpful to the Office of Ministry and Personnel Services and Synod Executives as they match the material contained with the priorities and gifts of potential candidates. Third, those who have been contacted as to whether or not they are willing to be among those considered as potential candidates often request a copy of the Church Profile Form and it helps them decide whether or not they wish to be considered.

This form should be filled out by the Consistory, or, if delegated to a committee, the answers should be received by the Consistory before they are sent to the Office of Ministry and Personnel Services. Some of the data is available in the annual reports each Consistory makes to Classis. It is important that answers be factual or the result of a consensus of Consistory opinion and not representative of the views of only one or two people.

Send the completed form to:

Elaine Tetreault
Office of Ministry & Personnel Services
Reformed Church in America
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New York, New York 10015
Telephone: 212-870-3252
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Position

Today's date

CHURCH INFORMATION

1. Name of church _____

2. Mailing address _____

Telephone _____ E-Mail address _____

3. Classis _____

4. Classis supervisor _____

Address _____

Telephone _____ E-Mail address _____

5. Chair of search committee _____

Address _____

Telephone _____ E-Mail address _____

6. Membership

	Five years ago	Today
Active Confessing Members	_____	_____
Inactive Confessing Members	_____	_____

Explain significant changes:

Age of all active members (baptized and confessing) _____ % 0 – 20

_____ % 50-64

_____ % 20-34

_____ % 65+

_____ % 35-49

7. Racial/Ethnic composition of congregation:

_____ % Asian _____ % Hispanic _____ % African American
 _____ % Caucasian _____ % Other (please specify): _____

WORSHIP/EDUCATION INFORMATION

8. Worship schedule

Time	Average Attendance (Includes adults & children) Five Years Ago	Average Attendance (Includes adults & children) Today
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comment on significant changes:

9. Please indicate the title and publisher of the hymnal(s) used in worship:

(Please attach bulletin of a typical service. If the service is different in the summer, please also enclose a bulletin used during the past summer.)

10. Describe a typical worship service (order of worship, music, etc.) What is your congregation's preferred style or styles of worship?

FINANCIAL INFORMATION

11. Financial Information	FIVE YEARS AGO	TODAY
Total spent for congregational purposes	\$ _____	\$ _____
Total contributed to benevolences	\$ _____	\$ _____
Percentage of total budget contributed by living donors:		
100-90%	_____	75-89% _____
60-74%	_____	45-59% _____
		44% or less _____

(Please include a copy of your annual budget)

12. Congregational Giving

Number of those whose annual contribution is:
 \$100 or less _____; \$1,001 - \$1,500 _____; \$2,501 - \$3,000 _____;
 \$101 - \$500 _____; \$1,501 - \$2,000 _____; \$3,001 and Over _____
 \$501 - \$1,000 _____; \$2,001 - \$2,500 _____;

13. Financial assistance— Do you receive financial assistance beyond the congregation? (rents, etc.)
Yes _____ No _____

If yes, amount received last year: \$ _____

List other fundraising programs which support the church:

MINISTRY INFORMATION

14. What is the stated mission, vision or purpose of your congregation? (use separate sheet if necessary)

15. What specific ministry goals have been developed from your mission and vision statement for the next five years? (use separate sheet if necessary)

16. What leadership roles do women currently fill in your church?

17. What new program or outreach ministry expansion do you hope to provide in the next five years? Include long range or strategic plan. (use separate sheet if necessary)

18. Church/Sunday School	FIVE YEARS AGO	TODAY
Average Attendance	_____	_____

Explain significant changes:

19. Children's program/organizations (Describe briefly educational curricula being used, including ages)

20. Young people's program/organizations (Describe briefly, including ages)

21. Adult education program (Describe briefly):

22. Adult groups/organizations: Briefly describe ministry purpose of each group. (use separate sheet if necessary)

Name	Frequency of Meeting	Attendance
Name	Frequency of Meeting	Attendance
Name	Frequency of Meeting	Attendance
Name	Frequency of Meeting	Attendance
Name	Frequency of Meeting	Attendance
Name	Frequency of Meeting	Attendance

23. Comment on one event or experience over the last year that has significantly contributed to the spiritual life of the congregation.

BUILDING INFORMATION

24. Buildings – Please describe church-owned or rented buildings and purpose.

25. Are your buildings adequate for your present program? Yes ____ No ____ If no, please explain.

26. Do you plan any capital expenditure during the next five years? If yes, please explain briefly:

27. Is there a mortgage indebtedness? Yes ____ No ____ Amount: \$ _____

Of how long standing? _____ Annual rate of repayment _____

28. Pastor's study – In Church ____ In Parsonage ____
Other ____ Not Provided ____

STAFF INFORMATION

29. List all paid staff in addition to the pastor:

_____	Full time _____	Part time _____
_____	Full time _____	Part time _____
_____	Full time _____	Part time _____
_____	Full time _____	Part time _____
_____	Full time _____	Part time _____

CONSISTORY INFORMATION

30. Membership – What method is used in selecting members? (List ages, gender, and occupations of present Consistory members.)

CONGREGATION INFORMATION

31. In our congregation...

Few	Many	Most	
___	___	___	have had up to twelve years of formal education
___	___	___	have had some education beyond high school.
___	___	___	have a college degree.
___	___	___	have a graduate degree.

32. In our congregation... (Number in order all which apply)

Few	Many	Most	
___	___	___	are scientists and engineers.
___	___	___	are farmers.
___	___	___	are business people.
___	___	___	are students and teachers.
___	___	___	are industrial workers.
___	___	___	are office workers.
___	___	___	other

EXPECTATIONS AND REQUIREMENTS OF MINISTER

33. Choose up to six of the following activities of the Christian ministry which you consider to be most important as you look to the immediate future of your congregation. (Number them in order of preference.)

- | | |
|------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Church Administration | <input type="checkbox"/> Small Groups |
| <input type="checkbox"/> Pastoral Calling | <input type="checkbox"/> Ministry to Families |
| <input type="checkbox"/> Children's Work | <input type="checkbox"/> Staff Administration |
| <input type="checkbox"/> Youth Ministry | <input type="checkbox"/> Spiritual Leadership |
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> One-on-One Evangelism |
| <input type="checkbox"/> Preaching | <input type="checkbox"/> Membership Growth |
| <input type="checkbox"/> Community Involvement | <input type="checkbox"/> Conducting Worship |
| <input type="checkbox"/> Pastoral Counseling | |

34. What are the specific ministry gifts that you need in your next pastor in relating to these activities?

35. Special training/experience desired (Describe briefly)

36. Languages – Should your pastor be fluent in any language other than English? _____ Please list and indicate importance:
 Helpful Essential Primary language
 Helpful Essential Primary language

COMPENSATION, BENEFITS, AND MINISTRY EXPENSES

37. The salary we are prepared to offer our new pastor is \$ _____

The average annual increase to our pastor over the past three years was \$ _____

38. Is a parsonage provided? Yes _____ No _____

If so, is it on site with the church? Yes _____ No _____

If the parsonage is not on site with the church, how far from the church is it located?

39. Parsonage – Describe Style:

- | | | | |
|--------------------|--------------------------|---------------------|--------------------------|
| Split Level | <input type="checkbox"/> | Ranch | <input type="checkbox"/> |
| Two-Story | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Number of Bedrooms | <input type="checkbox"/> | Number of Bathrooms | <input type="checkbox"/> |

40. What plans, if any, are in place for the renovation and/or redecorating of the parsonage?

41. The benefits/business expenses we will provide our pastor are: (Please check those provided or give amount as requested.)

\$ _____	Housing Allowance (is parsonage provided? _____)
\$ _____	Travel Reimbursement
\$ _____	Social Security (Amount)
\$ _____	Book Allowance (Amount)
\$ _____	Continuing Education Allowance (Amount)
_____	Pension
_____	Major Medical Insurance
_____	Health/Hospital Insurance
_____	Life Insurance
_____	Dental Insurance
_____	Unemployment Insurance
_____	Disability Insurance
_____	Provision for Sabbatical
_____	Other (Specify Below)
_____	Annual Vacation (# of Weeks)
\$ _____	Total

**Is a Minister's Housing Allowance in lieu of a parsonage a negotiable option?

Yes _____ No _____

COMMUNITY INFORMATION

42. Community served

- (1) _____ Rural, under 2,500
- (2) _____ Town, 2,500 – 9,999
- (3) _____ Small City, 10,000 – 49,999
- (4) _____ Metropolitan – Suburban, 50,000+
- (5) _____ Metropolitan – Inner City, 50,000+
- (6) _____ Metropolitan – Urban, 50,000+

43. Cooperative ministry – In what ways have you cooperated with other churches in your community during the past year?

44. Identify what makes your church uniquely attractive to people in your community.

45. Community involvement – In what community programs or projects have you participated during the past year? (As an organization, not as individuals)
46. Describe changes currently occurring in the community in which your congregation ministers and identify ways God is acting among you to meet these new challenges.
47. What denominations or religions are present within three miles (in rural areas, consider the county) where your church is located?
48. Outreach – What percentage of the persons who live within a mile of your church are unchurched, and what is your strategy to reach unchurched people in your community?
49. The income level of the people in our congregation tends to be:
 (1) _____ About average for our community.
 (2) _____ Somewhat below the rest of the community.
 (3) _____ Somewhat higher than the rest of the community.
50. Describe the community and school system:

OTHER INFORMATION

51 Record of last three pastors:

Name	Dates of service
_____	_____
_____	_____
_____	_____

52. Are there any particular minister's profiles you wish to have sent? (Up to five profiles will be sent at a time. You may request replacements.)

53. Please indicate if there are any special preferences based on gender, age, race, or national origin in consideration of persons' profiles that may be sent:

_____ No basis for preference

_____ Please consider the following factors which we believe require consideration:

Vice President, Consistory

Classis Supervisor