

# Personal Information Form

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## Introduction

The Ministerial Vocation Committee and the Office of the Stated Clerk of the Evangelical Presbyterian Church are responsible for denominational vocational services. As part of the process of “matching” ministers and congregations, the Office of the Stated Clerk provides resources and advice to both pastors and congregational search committees. To that end, we ask congregations and ministers to complete information forms as an introduction to each other, and a first step in the process of calling a minister for a congregation. For both the individual pastor and the congregation, this is an opportunity for self-study and for evaluation of current ministry and goals. This calls for honesty, effort, and commitment to open communication.

The Personal Information Form presents the unique skills, gifts and experiences of a pastor. Search committees are encouraged to approach this information respectfully and prayerfully. It is our hope that this will be of help in facilitating the search process. It is also important to keep in mind that these Information Forms are an initial introduction. The second phase of the process will be more in depth interviews with those who appear to be most compatible with the congregation’s vision.

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Please return the completed document to:

Office of the Stated Clerk  
Evangelical Presbyterian Church  
17197 N. Laurel Park Dr., Suite 567  
Livonia, MI 48152-7912  
Phone: (734) 742-2020 Fax: (734) 742-2033  
E-mail: [epchurch@epc.org](mailto:epchurch@epc.org)



November 2009

**Part I: Statement of Consent\***

We are called to honesty and a commitment to open communication as we seek to build the body of Christ. In that spirit, we ask that you confirm your agreement to the following statements by your signature below:

I attest that the information contained in my Personal Information Form is true and complete to the best of my knowledge.

I authorize the persons and entities, such as members of search committees of a prospective calling body or appropriate staff persons, to make inquiries regarding all statements contained in my Personal Information Form. I also authorize all persons referred to in the Profile as references, members of congregations I have served, or personal/professional colleagues to supply verification of the information provided in the Personal Information Form. I understand that such persons may comment on and state their opinions regarding all matters addressed in the profile, including without limitation, my background and character. To encourage such persons to speak openly and responsibly, I hereby release them from any claims or liabilities arising from their responses and comments if made in good faith and without malice.

I authorize staff of the Office of the Stated Clerk of the General Assembly to circulate, distribute, and otherwise share information gathered in connection with my Personal Information Form to representatives of calling bodies. I hereby release the Evangelical Presbyterian Church, its agencies, and all contractors or employees of the Evangelical Presbyterian Church or its agencies from any claims or liabilities in connection with the Personal Information Form or its distribution.

I understand that I may receive copies of all written information, which is submitted to the Office of the Stated Clerk in connection with the Personal Information Form, if I make a request in writing. I may submit additions to my file to supplement or reply to any matters included in my file.

\*A copy of this consent form will be available to reference sources.

Date signed:	Signature: _____
Printed or typed name:	

I am in a position to consider a call at this time.

- Yes                       No                       Possibly

It is unlikely I will consider a call before:

Part II: Personal Information (please print or type)

Name:	(Last)	(First)	(Middle)
Preferred Address:			
Alternate Address:			
Preferred Telephone: (      )	Alternate Telephone: (      )		
Fax: (      )	E-mail:	Date:	

1. List factors that affect you or your family and will influence your relocation (e.g., dual career, or physical or mental disability that may require accommodation):

Housing Allowance Preferred     Manse Preferred     No Preference

2. Work History:

Present/Last Position (include name of church/institution, city & state)    Dates of Service:

Previous Ministry Positions (include name of church/institution, city & state)    Dates of Service:

2a. Ordination Status

Ordained by: \_\_\_\_\_ Date: \_\_\_\_\_

If not ordained:

Church Membership (include city & state): \_\_\_\_\_

Candidate under care of \_\_\_\_\_ Presbytery

Denomination: \_\_\_\_\_ Date received as Candidate: \_\_\_\_\_

**Personal Information – continued**

Name:

3. Educational Background:

a. Name of Institution

Dates Attended

Degree Achieved

b. Continuing Education/Professional Development (please include dates):

c. Community and Civic Activities:

d. Presbytery and General Assembly Activities:

e. Ecumenical Activity:

f. Special Interests, Hobbies:

g. Languages you can speak (and level of proficiency):

h. Types of supervision/accountability you have found helpful in your ministry:

**Part III: Narrative**

Name:

1. Life Story: In one page, describe your life's journey. Include key incidents that were significant in your formation as a person and your call to ministry. State your personal ideals and goals.

**Narrative – Continued**

Name:

2. Please describe briefly (confine your answers to one page):

- a. My leadership style: (How you include others in decision-making, administrative style, ways you deal with conflict, etc.)
  
- b. My worship emphases: (preaching style, preferred worship emphases and style, etc.)
  
- c. My ministry gifts/skills/strengths:
  
- d. My vision for ministry:

**Narrative – continued**

Name:

3. Comment briefly on your views as relates to: (Confine your answers to one page)
  - a. Spiritual giftedness
  
  - b. The charismatic movement
  
  - c. Women in ordained office
  
  - d. Presbyterian connectional system

**Narrative – continued**

Name:

4. Please respond to the following questions. If you answer “No” to any of these questions, briefly explain your position.
- a. Are you in agreement with the system of doctrine and government of the Evangelical Presbyterian Church?     Yes    No
  
  - b. Do you subscribe to the *Westminster Confession of Faith* without reservation?  
 Yes    No
  
  - c. Do you willingly offer the sacrament of infant baptism to Christian parents?  
 Yes    No



**Part IV: Ministry Preferences and History (check as many as apply)**      Name:

<u>Size of Church</u>	<u>Would Serve</u>	<u>Have Served</u>
Up to 150 members	<input type="checkbox"/>	<input type="checkbox"/>
150 to 300 members	<input type="checkbox"/>	<input type="checkbox"/>
300 to 500 members	<input type="checkbox"/>	<input type="checkbox"/>
500 – 1000 members	<input type="checkbox"/>	<input type="checkbox"/>
Over 1000 members	<input type="checkbox"/>	<input type="checkbox"/>

<u>Position Type</u>	<u>Would Serve</u>	<u>Have Served</u>
Pastor (sole)	<input type="checkbox"/>	<input type="checkbox"/>
Pastor (Head of Staff)	<input type="checkbox"/>	<input type="checkbox"/>
Staff Ministry		
Associate	<input type="checkbox"/>	<input type="checkbox"/>
Assistant	<input type="checkbox"/>	<input type="checkbox"/>
Congregational Care	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>
Outreach	<input type="checkbox"/>	<input type="checkbox"/>
Youth	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>
Chaplaincy	<input type="checkbox"/>	<input type="checkbox"/>
Church Planting	<input type="checkbox"/>	<input type="checkbox"/>
Tentmaking	<input type="checkbox"/>	<input type="checkbox"/>
Temporary		
Occasional Supply	<input type="checkbox"/>	<input type="checkbox"/>
Stated Supply	<input type="checkbox"/>	<input type="checkbox"/>
Interim Supply	<input type="checkbox"/>	<input type="checkbox"/>
World Missions	<input type="checkbox"/>	<input type="checkbox"/>
Home Missions	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

<u>Community Type</u>	<u>Would Serve</u>	<u>Have Served</u>
Rural (Country/Farming)	<input type="checkbox"/>	<input type="checkbox"/>
Suburban	<input type="checkbox"/>	<input type="checkbox"/>
Town/Village	<input type="checkbox"/>	<input type="checkbox"/>
Urban (Metropolitan)	<input type="checkbox"/>	<input type="checkbox"/>
Urban (Inner City)	<input type="checkbox"/>	<input type="checkbox"/>
College/University	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Cultural	<input type="checkbox"/>	<input type="checkbox"/>
Ethnic (Specify:      )	<input type="checkbox"/>	<input type="checkbox"/>

<u>Geographic Areas</u>	<u>Would Serve</u>	<u>Have Served</u>
US West	<input type="checkbox"/>	<input type="checkbox"/>
US Midwest	<input type="checkbox"/>	<input type="checkbox"/>
US South	<input type="checkbox"/>	<input type="checkbox"/>
US East	<input type="checkbox"/>	<input type="checkbox"/>
US Middle Atlantic	<input type="checkbox"/>	<input type="checkbox"/>
US Southeast	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

A. Self Appraisal

The purpose of this form is to provide search committees with a view of how you see yourself. Your references will be receiving the same items to consider. Try to be as candid as possible and indicate as honestly as you can what you believe your capabilities are in ministry.

**Identify a maximum of 12 ministry emphases** that you believe best describe you and your current ministry. Obviously, you have more than these. Please try to identify those that are strongest as you are now carrying out your calling. Write the 12 numbers for the characteristics you believe are strongest in the blanks provided at the end of this list. An item not chosen should not be deemed an indication of weakness. **Do not rank them.**

**Write no more than 12 numbers in the blanks at the end of this list.**

I...

- |   |  |
|---|--|
| 1. am an effective preacher/speaker.  | 22. inspire a sense of confidence.   |
| 2. continue to develop my theological and biblical skills.  | 23. work regularly at bringing new members into the church.                        |
| 3. help people develop their spiritual life.  | 24. regularly encourage support of the EPC's missions and outreach.                |
| 4. help people work together in solving problems.   | 25. reach out to inactive members.   |
| 5. am effective in planning and leading worship.  | 26. work regularly in the development of stewardship growth.                       |
| 6. have a sense of the direction of my ministry.  | 27. am active in ecumenical relationships and encourage the church to participate. |
| 7. regularly encourage people to participate in denominational activities and programs.             | 28. am a person who cultivates a close, devotional relationship with God.          |
| 8. help people understand and act upon issues of social justice.                                    | 29. write clearly and well.  |
| 9. am a helpful counselor.  | 30. work well on a team.   |
| 10. minister effectively to people in crisis situations.  | 31. am effective in working with youth.  |
| 11. make pastoral calls on people in hospitals and nursing homes and those confined to their homes. | 32. organize people for community action.  |
| 12. make pastoral calls on members not confined at home or in hospitals.                            | 33. am skilled in planning and leading programs.                                   |
| 13. am a good leader.   | 34. plan and lead well organized meetings.   |
| 14. am effective in working with children.  | 35. encourage people to relate their faith to their daily lives.                   |
| 15. build a sense of fellowship among the people with whom I work.                                  | 36. am accepting of people with divergent backgrounds and traditions.              |
| 16. help people develop their leadership abilities.   | 37. encourage others to assume and carry out leadership.                           |
| 17. am an effective administrator.  | 38. am mature and emotionally secure.  |
| 18. am effective with committees and officers.  | 39. have strong commitment and loyalty to the Evangelical Presbyterian Church.     |
| 19. am an effective teacher.  | 40. maintain confidentiality.  |
| 20. have strong commitment to the educational ministry of the church.                               | 41. am a compassionate and caring person, sensitive to others' needs.              |
| 21. am effective in working with adults.  | 42. deal effectively with conflict.  |

, , , , , , , , , , ,

Comments:

**Appraisal – continued**

Name:

B. Written References

As part of the Appraisal, you are also asked to choose five (5) persons who will take the “Appraisal Form” and give their response. We request that at least one of these respondents represent your current/last congregation and one your current/last Session. Please send the form and an envelope to each reference person, asking that they return the completed form to the Office of the Stated Clerk.

1. Name:

Address:

E-mail address:

2. Name:

Address:

E-mail address:

3. Name:

Address:

E-mail address:

4. Name:

Address:

E-mail address:

5. Name:

Address:

E-mail address:

**Appraisal – continued**

Name:

C. Telephone References

Search Committees will contact the persons listed here for a personal interview. This will take place as part of the second stage of the process for calling a pastor, after the initial list has been narrowed. It is important to keep this list current – probably updating it every two years, or when you are actively interested in making a move.

In this list of references, please include a person who has been part of the Session of the current/last congregation during your tenure.

1. Name:

Office Telephone: (      )

Home Telephone: (      )

Address:

How long and in what relationship have you known this person?

2. Name:

Office Telephone: (      )

Home Telephone: (      )

Address:

How long and in what relationship have you known this person?

3. Name:

Office Telephone: (      )

Home Telephone: (      )

Address:

How long and in what relationship have you known this person?

Date Updated:

**Part VI: Background Disclosure**

To the person completing these statements:

It was noted in the introduction to this Personal Information Form that the process of filling out this material “calls for honesty, effort, and commitment to open communication.” Congruent with the concern for ethical performance of ministry in the Evangelical Presbyterian Church, and openness about issues that are sensitive to functioning in the public role of a pastor in a congregation, you are asked to respond to the following statements. There is opportunity for explanation if you so desire.

To the Search Committee or Session of a calling church:

It was also noted that those receiving these Personal Information Forms for consideration “approach this information respectfully and prayerfully.” Any practice of routinely rejecting profiles on a perfunctory basis, without a complete and thoughtful review of the explanations offered by the candidate is strongly discouraged. The information presented here is meant to provide an occasion for open, honest dialogue.

This disclosure statement will only be shared with an interested congregation as part of the second phase of the search process.

1A. Have you ever been the subject of official discipline by a Session or Presbytery of the Evangelical Presbyterian Church where you pastored?

Suspended       Yes       No

Deposed       Yes       No

1B. Is any official disciplinary action pending at the present time?

Yes       No

1C. Have you ever been the subject of official disciplinary proceedings by another denomination that resulted in disciplinary action?

Yes       No

1D. Are any official disciplinary proceedings by another denomination pending at the present time?

Yes       No

Explanation of 1A – 1D:

2A: Has a civil lawsuit, criminal charge, or official ecclesiastical complaint been sustained against you for sexual discrimination, harassment, exploitation or misconduct, physical abuse, child abuse or financial misconduct?

Yes       No

**Background Disclosure – continued**

2B. Have you ever been convicted of a felony?

Yes  No

Explanation of 2A – 2B:

3A. Has your employment ever been changed because you attempted or actually engaged in:

- 1. Sexual discrimination, harassment, exploitation or misconduct  Yes  No
- 2. Physical abuse  Yes  No
- 3. Child abuse  Yes  No
- 4. Financial misconduct  Yes  No

3B. Has your employment ever been changed in order to avoid facing or to avoid being terminated because of charges of actual or attempted

- 1. Sexual discrimination, harassment, exploitation or misconduct  Yes  No
- 2. Physical abuse  Yes  No
- 3. Child abuse  Yes  No
- 4. Financial misconduct  Yes  No

Explanation of 3A – 3B:

**I recognize that presbyteries are required to perform a background investigation on all individuals seeking candidacy or membership. I further recognize my responsibility to update this background disclosure in a timely manner should there be a change of status in any of the issues named above.**

Signature: \_\_\_\_\_ Date:

Type or print your name:

# Reference Form

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## For Personal Information Form Evangelical Presbyterian Church

Reference for

You have received this reference form from a person who values your opinion. The material you provide will be placed with other materials to comprise the individual's Personal Information Form for use in the Evangelical Presbyterian Church. The Office of the Stated Clerk encourages persons regularly to update or prepare a new Personal Information Form. **Therefore, being asked to provide a reference does not necessarily imply that the person is interested in a change in position.** Committees may use the material you provide in the future if the person seeks a change.

You are being asked to provide as clear a picture of this person as possible through a forced-choice checklist and an opportunity to comment. Indicate the qualities evidenced in this person's ministry at this time as you have encountered them. Bear in mind that other congregations and/or ministries rely on the completeness and accuracy of the information that you provide.

For your information, the pastor for whom you are completing this reference form has signed the following statement of consent, which is on file at the Office of the Stated Clerk of the General Assembly:

I authorize the persons and entities, such as members of search committees of a prospective calling body or appropriate staff persons, to make inquiries regarding all statements contained in my Personal Information Form. I also authorize all persons referred to in the Profile as references, members of congregations I have served, or personal /professional colleagues to supply verification of the information provided in the Personal Information Form. I understand that such persons may comment on and state their opinions regarding all matters addressed in the profile, including without limitation, my background and character. To encourage such persons to speak openly and responsibly, I hereby release them from any claims or liabilities arising from their responses and comments if made in good faith and without malice.

When you have completed the information, please use the enclosed envelope to send it directly to:

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Livonia, MI 48152-7912  
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E-mail : [epchurch@epc.org](mailto:epchurch@epc.org)



Reference for: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person providing reference (please print): \_\_\_\_\_

Signature of person providing reference: \_\_\_\_\_

Address: \_\_\_\_\_

How long and in what relationship have you known the above-named person? \_\_\_\_\_

This part of the appraisal form is for you to identify the 12 strongest qualities in this person's ministry as you have experienced it. There should be no assumptions that items not chosen are a sign of weakness in those areas. **Choose no more than 12.** Many more characteristics will be apparent to you. Please indicate the strongest qualities from those on this sheet by writing the numbers in the blanks provided at the end of this list. **Do not rank the 12.** Because of the variety of items, read through them before beginning to mark.

**Write no more than 12 numbers in the blanks at the end of the list**

This person...

- |  |   |
|--|---|
| 1. is an effective preacher/speaker  | 23. works regularly at bringing new members into the church.                        |
| 2. continues to develop his/her theological and biblical skills.                                     | 24. regularly encourages support of the EPC's missions and outreach.                |
| 3. helps people develop their spiritual life.  | 25. reaches out to inactive members.  |
| 4. helps people work together in solving problems.   | 26. works regularly in the development of stewardship growth.                       |
| 5. is effective in planning and leading worship.   | 27. is active in ecumenical relationships and encourages the church to participate. |
| 6. has a sense of the direction of his/her ministry.   | 28. is a person who cultivates a close, devotional relationship with God.           |
| 7. regularly encourages people to participate in denominational activities and programs.             | 29. writes clearly and well.  |
| 8. helps people understand and act upon issues of social justice.                                    | 30. works well on a team.   |
| 9. is a helpful counselor.   | 31. is effective in working with youth.   |
| 10. ministers effectively to people in crisis situations.  | 32. organizes people for community action.  |
| 11. makes pastoral calls on people in hospitals and nursing homes and those confined to their homes. | 33. is skilled in planning and leading programs.                                    |
| 12. makes pastoral calls on members not confined to their homes or in hospitals.                     | 34. plans and leads well-organized meetings.  |
| 13. is a good leader.  | 35. encourages people to relate their faith to their daily lives.                   |
| 14. is effective in working with children.   | 36. is accepting of people with divergent backgrounds and traditions.               |
| 15. builds a sense of fellowship among the people with whom he/she works.                            | 37. encourages others to assume and carry out leadership.                           |
| 16. helps people develop their leadership abilities.   | 38. is mature and emotionally secure.   |
| 17. is an effective administrator.   | 39. has strong commitment and loyalty to the Evangelical Presbyterian Church.       |
| 18. is effective with committees and officers.   | 40. maintains confidentiality.  |
| 19. is an effective teacher.   | 41. is a compassionate and caring person, sensitive to others' needs.               |
| 20. has a strong commitment to the educational ministry of the church.                               | 42. deals effectively with conflict.  |
| 21. is effective in working with adults.   |   |
| 22. inspires a sense of confidence.  |   |

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Comments: