

# CLERGY PROFILE LONG TERM COVER SHEET

CPL

NAME:

Year Updated:

**INSTRUCTIONS:** This is your personal profile which contains five (5) long-term items. In your first year of appointment complete all five required items. These need not be re-written every year as they reflect longterm information. However, it is recommended that you review them at least every three years and update each section as appropriate. **Indicate on the checkboxes below which sections you are updating.** As you complete any documents, you should keep a copy for your own files. While the documents are requested along with other required forms for church/charge conferences you may update any of these items throughout the year and submit them to your district office.

This file, with its five components listed below, is used, not only as a personal historical record, but is used in presenting your profile to a prospective church. It is your responsibility to see that these documents fairly, completely, and attractively present you and your ministry.

1. **Biographical material.** This shall be completed on the Clergy Personal Information Record (also known as the Clergy BIO form). One copy will be kept at the Area Office and one copy on file with your District Office. Your biographical material should be accompanied by a picture of yourself.
2. **Documented Service Record.** This can be listed on the above-mentioned Clergy Personal Information Record (Clergy Bio form) and you may provide more detail on a separate sheet of paper. A Pastor-Parish Relations Committee wants to know what the Clergy has done and what happened where he/she served. This applies not only to direct church work, but other jobs as well--starting after high school. e.g., "East Cupcake, 2000-2004: merged two congregations and led a new building program." or "Worked to help enable the reconciliation of two factions in the Center Church." List labor jobs, such as: pumped gas, sold kitchen appliances at Sears, etc.
3. **Your Faith Journey.** (Use a separate sheet of paper.) This is very important to a Pastor-Parish Relations Committee. This should include your "call," the nurturing process, the manner by which you have arrived at your present faith and devotional life.
4. **Your Theological Statement.** (Use a separate sheet of paper.) A Pastor-Parish Relations Committee wants to know what you believe. Refrain from using labels like evangelical, conservative, or middle of the road. These are relative labels and often convey less to the committee than we realize. Rather, express your basic credo about God, Jesus Christ, the Church, sin, human nature, hope, conversion, eternal life, etc.
5. **Your View of Ministry.** (Use separate sheet of paper.) Each Clergy has his/her view of the role of the Clergy as spiritual leader and administrative leader of a congregation. To know your style of leadership and/or your pattern of ministry can be very helpful in placing you in relation to a congregation, which may have the need or desire for a specific type of leadership and ministry.