

INSTRUCTIONS FOR DEVELOPING A CONGREGATIONAL PROFILE

Appendix "G"

These instructions and Congregational Profile are provided by the synodical office for the use of their call/appointment committees. It is expected that the chairperson of the committee will be the contact person with the synodical office.

GENERAL COMMENTS

The development of a Congregational Profile prior to the calling of a new pastor is helpful in at least three ways. First, it provides the congregational Call Committee members with basic information and a description of leadership needs which will guide their work. Second, the profile will assist the synodical bishop in recommending candidate(s) to be considered by the Call Committee. Third, it provides a picture of the congregation for the candidates as they consider serving the congregation. Therefore, allow adequate time to thoroughly complete the Congregational Profile.

The Congregational profile is an important step in the process of securing new leadership. Be candid and honest in describing the congregation so that a prospective candidate reading the profile will have a clear picture of the congregation.

Part I of the profile (items 1 through 37) can be answered by the Call Committee. Part II of the profile (items 38 and 39) should be answered by the Call Committee plus a representative group from the congregation. This will ensure that the leadership needs identified in Part II reflect the attitudes of the whole congregation. A synodical staff person can help if you need assistance in completing the profile.

PART II – LEADERSHIP NEEDS

Part II provides opportunity for you to identify the leadership needs of the congregation for the future. Your leadership needs are closely related to your congregational needs and goals which have emerged in Part I of the Congregational Profile.

All items on the Leadership needs list are important. However, all cannot be of equal priority for your congregation at this time. Realistically, a new pastor or associate in ministry cannot have leadership skills and abilities in all areas. Therefore, the following process assists you in identifying the six most important leadership skills and abilities needed by your congregation as you face the future.

PARTICIPANTS – Call Committee plus a group representative of the whole congregation.

TIME REQUIRED – Approximately one hour.

MATERIALS NEEDED – Each participant will need a copy of Part II, Leadership Needs. In addition, you will need at least one copy for a tally and one official copy which you will send to the synodical office. Please photocopy additional copies if needed. The leader may also want to use a chalkboard of newsprint to tally participants' individual responses.

WHAT TO DO

- Establish a time and place when the group will meet to work on Part II (items 38 and 39) of the Congregational Profile.
- Distribute to each participant a copy of part II, Leadership Needs.
- Explain that each category is important but participants are asked to select a low, middle, or top rating in light of your congregational needs for the future regarding this staff position. There are twenty-six categories. Ask each person to select, by checking the appropriate line, ten leadership needs that have lowest priority. Then select the top ten leadership needs. That should leave six leadership needs in the middle category.
- Allow ten to fifteen minutes for individuals working on their own to respond to the twenty-six selections.
- When all have finished, compile the data by having each participant share his/her rating for each category. For example, if twenty persons participate, the total tally for "Leader of Worship" category would look something like this:

Top 10 Middle 5 Bottom 1

- After totals for all twenty-six categories are compiled, take time to talk about the findings. Merely adding up the votes will not always provide a complete profile.
- The concluding step, item 39, is to identify the six most important leadership needs relative to this staff position in light of the Congregational information from Part I and the Leadership Needs identified in Part II. Again, allow time for every person to share his/her thinking. Everyone does not have to agree, but each person should have opportunity to contribute.