



## **Congregational Information Form**

*To be completed by congregations seeking new pastoral leadership.*

### **Purpose of this form**

This form is to assist a congregation to present information concerning itself to prospective candidates for a pastoral leadership position. Completing the form will also assist the pastoral search committee in self-understanding as they assess the strengths and weaknesses which may exist at the time of pastoral transition.

#### I. Information

##### **A. BASIC INFORMATION AND CONTACTS**

1. Name of church

Address

Church telephone

Email

Website

2. Chairperson of search committee

Address

Telephone

Email

3. Area church/conference

Name of area church/conference minister assisting your church's search committee

Address

Telephone

E-mail

4. Year in which the congregation first began meeting or was organized

##### **B. MEMBERSHIP**

1. Average Sunday worship attendance during the last 12 months:

Highest attendance during that time

Lowest attendance during that time

2. Total current members

Non-resident members

Resident members

Children (not members)

3. Age of members and children. Give totals and percentage.

0-12	%	31-45	%
13-18	%	46-64	%
19-30	%	65+	%

4. Occupational profile: (ages 19 to 70). Give totals.

Business/manager/proprietor	Homemaker
Education/administration/teacher	Clerical/sales
Craftsman/laborer/operative	Student/VS
Medical: doctor/nurse/administration	Farmer/rancher
Church institution/administration/minister	Other professional

5. Educational level of adults:

Up to and including high school	%
Some college or college graduate	%
Graduate school	%

6. Describe the racial or ethnic composition of the congregation.

### C. LEADERSHIP

1. Identify the present staff position for which you are seeking a candidate.

2. Two previous persons in the above position:

Name            Dates of service

Name            Dates of service

Comment on the transitions experienced by the above staff persons. What were the reasons for their assignments ending? How were the transitions handled?

3. Did your congregation follow the Pastor Salary Guidelines recommended by the denomination for the previous pastor?            If not, describe how you varied from the Guidelines

4. Identify other staff: (assistant/associate minister, lay ministers, administrative assistant, custodian, musicians, youth)

Title	% of full time	Specific responsibilities	Years served
Title	% of full time	Specific responsibilities	Years served
Title	% of full time	Specific responsibilities	Years served
Title	% of full time	Specific responsibilities	Years served
Title	% of full time	Specific responsibilities	Years served

5. Describe housing options for the above position: Is there a parsonage or a housing allowance (US) or housing credit (Canada)?

Is the person free to choose between these options?

## II. Interpretation

The answers to the questions in this section are more difficult but probably more important in determining the qualifications needed by pastoral leadership. Use a small group to test for consensus on the answers given in this section. (Would recommend that the governing board of the congregation review and sign off on this section)

- A. Describe the commitment of your church to Anabaptist/Mennonite faith. How does this contribute to strengthening your ability to join God's mission in the world?
- B. What is the vision for your church? What are your priorities that shape the church's ministry?
- C. What is your view of the pastor's role in the church? Are there special gifts in ministry which you hope will be fulfilled? How do you expect the pastor to be a representative of the congregation beyond the congregation?
- D. Recognizing our differing theological orientations as persons and as congregations, make a brief statement about your congregation and the overarching theological commitments important to you.
- E. Church morale: Assess the spiritual and emotional health of the congregation. Are relationships among members wholesome and harmonious? Is there openness to new ideas and ways of doing things? Would everyone agree with your answers?
- F. What changes or trends do you envision for the congregation over the next five years? Do you have any other comments significant in the process for looking for new pastoral leadership?

## III. Organization/Ministry

### A. CHURCH STRUCTURE

1. Identify the primary governing body (council, board, elders) which represents the church.

Name            meets weekly , monthly , quarterly       # of avg. age            M – F

2. Identify five other significant leadership/programming bodies: e.g. trustees, deacons, elders, commissions, councils, boards, committees.

Name            meets weekly , monthly , quarterly       # of avg. age            M – F

Name            meets weekly , monthly , quarterly       # of avg. age            M – F

Name            meets weekly , monthly , quarterly       # of avg. age            M – F

Name            meets weekly , monthly , quarterly       # of avg. age            M – F

Name            meets weekly , monthly , quarterly       # of avg. age            M – F

## B. Worship AND MUSIC

1. Describe your worship service
2. What role does music play in your congregation?
3. What song books/collections of music does your congregation use?
4. Name the musical instruments used in worship and other events (piano, keyboard, organ, guitar organ, drums, handbells, violin, etc.)
5. Identify choirs and/or music groups

Name	Age range	Number of participants
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Name	Age range	Number of participants
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Name	Age range	Number of participants
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Name	Age range	Number of participants
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## C. CHRISTIAN FORMATION- Describe your approach to Christian Formation

1. Number of children's classes                      Total Sunday school enrollment  
  
Number of youth classes                              Average total attendance  
  
Number of adult classes  
  
What curriculum resources are used by these classes?
2. How does the congregation attend to the formation needs of persons of all ages?
3. What other opportunities are there for growth and transformation?
4. Describe the involvement of youth in the life of the congregation.

Does your church support and send young people to Mennonite camps, area church/conference and colleges?

5. Does your congregation have active small groups? If so, describe the number of groups, focus of the groups and how often they meet.
6. What men's/women's groups are active?
7. What ministries do you have for children, youth and young adults over 18, etc.?)
8. In the next five years, do you anticipate a membership: increase  stability  decrease?   
Why?

## D. OUTREACH AND EVANGELISM

1. Describe how you cultivate the visibility of your church in the community.
2. Describe how you connect to seekers and make new disciples.
3. Describe your congregation's ministry in and with the community.

**E. HOW DOES THE CHURCH UTILIZE TECHNOLOGY IN WORSHIP, IN TEACHING, AND IN OUTREACH IN THE COMMUNITY?**

**F. CHURCH BUILDING AND PROPERTY**

1. Do you own or rent your facility? If rent, describe the type of space.
2. Seating capacity of sanctuary or worship area
3. Date of construction of church building
4. Date of last renovation. Describe what was done  
What if any building/renovation program is needed or projected?
5. Describe the educational facilities.
6. Describe the fellowship and/or recreational facilities.
7. Describe the church office location and equipment: Computers, phones, other.
8. Are building and equipment adequate for the needs of the congregation? Describe any special assets or liabilities of the building.
9. Name the insurance company and describe the coverage for church liability, property, pastor's liability, etc., for the church.
10. Are there community programs or groups who also utilize your church facilities? Who are they and how often do they use the building?  
What interaction do you have with them?

**G. CHURCH STEWARSHIP/FINANCES**

1. Based upon your last report, identify the previous year's giving of your church.

Local Church

Expenses  
Local needs and outreach  
Buildings and facilities

**TOTAL LOCAL CHURCH CONTRIBUTIONS**

Non Local Contributions

Area church/conference  
Denominational total  
Mennonite institutions and agencies  
Mennonite Central Committee  
Other Mennonite causes  
Non-Mennonite causes

**TOTAL NON LOCAL CONTRIBUTIONS**

Note: Denomination refers to either Mennonite Church USA or Mennonite Church Canada

2. Church budget

Who makes recommendation regarding pastoral and staff salaries?

Who determines church budget or makes recommendation to the church?

What plan is used to challenge the church to Christian stewardship

Current total budget \$

3. Is there church indebtedness? Yes  No  Amount \$

How is it being reduced?

IV. Relationships

**A. COMMUNITY**

1. Character of community your congregation serves or in which it is located:

- Rural  Village (under 2500)  Town (under 10,000)  City (over 10,000)  
 Large city (over 100,000)  Metropolitan area (over 1,000,000)

2. Which best describes this community?

- Growing  Stable  Declining

3. Describe racial or ethnic composition of the community.

4. List two or three primary business/industries in the community.

5. Identify other Mennonite/Anabaptist churches in the community, if any.

What other churches and faith groups are in the community?

6. Name of nearest college or university

In what way does your church relate to this academic community?

7. Identify significant issues confronting your community.

8. Describe what you believe to be distinctive assets of your community.

9. Describe your congregation's ministry in the community.

10. How does your congregation work with ecumenical and interfaith efforts?

**B. AREA CHURCH/CONFERENCE**

1. Describe your relationship with and your participation in the area church/conference.

**C. WIDER CHURCH**

1. Describe your relationship with and your participation in Mennonite Church Canada/Mennonite Church USA.

V. Conclusion

A. Compile your church's response to the "Twenty Pastoral Areas" found at <http://manygifts.org/20pastoralareas/> and include summary of the results.

B. Send a copy of this form to your area church/conference minister. You may also use copies to send to prospective candidates whom you may wish to interview.

Name of group or persons responsible for completion of this form:

Date of completion

March 2017