**CONGREGATIONAL PROFILE**

**Introduction**

A pastoral vacancy is often a difficult experience for the congregation. It can also be a time for growth, as God’s people respond by offering even more of their time and talent in the ministering of the church. It is a time to remember in a special way that the church is the Lord’s, and that He will indeed provide all the gifts for effective ministry, according to His good will.

The pastoral vacancy is also an opportune time for the congregation to take a good look at itself, its strengths and weaknesses, its goals and priorities. As the congregation prepares to call another pastor, some important questions should be asked. Why are we calling a pastor? What do we expect of our pastor? What does the Lord expect of us as a congregation? What is the relationship between pastor and congregation? How are we doing in fulfilling our Lord’s will? Are we growing? Should we be growing? In what areas are we strong? In what areas are we not so strong? Are there new things we should be doing? Where are changes indicated? Do we have meaningful, well-stated goals?

These and many other questions are important considerations as the congregation evaluates itself. The response to these questions will also be helpful to the Regional Pastor and Circuit Counselor, as they attempt to suggest names of pastors who would have the interests and abilities best suited to the needs of the particular congregation. And it will be helpful to the pastor who is called, as he seeks to understand the needs and opportunities of the calling church.

To assist in this process, we ask that the ***Congregational Profile*** be completed by the Church Council, or by designated representatives of the congregation. As much as possible, it should represent the thinking of not only one or two individuals, but of the broader leadership of the church. The profile should be completed, and copies sent to the Circuit Counselor and the Regional Pastor, before the Pre-Call Meeting. The information on the profile will be the basis for much of the discussion at the Pre-Call Meeting. A copy should also be sent with the Call documents. In the case of a dual parish, each congregation should complete the profile.

**CONGREGATIONAL PROFILE**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I FOR THE RECORD**

Name and Location of Congregation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circuit Counselor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacancy Pastor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date when pastoral vacancy began (will begin)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who should be listed as ***Official Contact Person*** in the congregation:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II DESCRIPTION OF COMMUNITY**

Approximate size of community (check one)

|  |  |
| --- | --- |
| Rural | City (25,001-50,000) |
| Town (2,500-5,000) | City (50,001-100,000) |
| City (5,001-10,000) | City (100,000-200,000) |
| City (10,001-25001) | Large City (200,001 +) |

Population trend:  Growing  Static  Declining

Major industries:

Predominant Vocations:

Racial/ethnic Composition:

Educational opportunities: (check all that apply)

|  |  |  |
| --- | --- | --- |
| Elementary schools | | High schools |
| Universities | |  |
| Other institutions, which? |  | | |

Names and baptized membership of other LCC churches and distance from church

Major denominations represented:

General description of climate:

**III STATISTICAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **3 years ago** | **5 years ago** |
| Communicant Membership |  |  |  |
| Total Baptized Membership |  |  |  |
| Average Church Attendance |  |  |  |
| Sunday School Enrollment |  |  |  |
| Average Sunday School Attendance |  |  |  |
| Bible Classes *(combined average weekly attendance)* |  |  |  |
| Adult Bible Classes |  |  |  |
| Youth Bible Classes |  |  |  |
| Total Congregational Budget |  |  |  |
| Synod Mission Offerings |  |  |  |
| Average/communicant giving *(all purposes)* |  |  |  |

**IV GENERAL INFORMATION**

Year organized:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long did the previous pastor serve?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Average length of ministry of the last three pastors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major occupations of your membership \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What kind of administrative structure do you use? (Voters - Church Council; Lay Ministry Board, etc.)

Significant events in the last five years

Staff

Church secretary (availability, hours worked, duties performed, compensation)

Other staff (describe)

Role of women (positions of leadership, limitations, etc.)

**V CHRISTIAN EDUCATION**

Do you conduct Vacation Bible School? \_\_\_\_\_\_\_\_\_ Most recent enrollment \_\_\_\_\_\_\_\_\_

Who is in charge? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a week-day children’s program? \_\_\_\_\_\_\_\_\_\_\_\_\_

Most recent enrollment\_\_\_\_\_\_\_\_\_\_ Which grades are involved? \_\_\_\_\_\_\_\_\_\_\_\_

Who is in charge? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are special qualifications or training sessions required for Sunday School teachers before they are allowed to teach? \_\_\_\_\_\_\_\_\_\_\_ While they are teaching? \_\_\_\_\_\_\_\_\_

How many men serve as Sunday School teachers? \_\_\_\_\_\_\_\_\_\_\_\_\_

Bible study program (who leads, when they are held, type of studies in the past, etc.

**VI WORD AND SACRAMENT**

Worship practice (style of worship, chanting, hymnals used, use of special liturgies, printed order of worship, children’s messages, multimedia equipment, acolytes, crucifers, torch bearers, lectors, ushers, public address system, other):

Administration of the Sacraments

Baptism (preparation, sponsors, follow up, etc.)

The Lord’s Supper (frequency, vessels used, assistants in distribution)

**VII EVANGELISM**

Does the congregation have a regular Evangelism Program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, how many members are involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is a particular evangelism method used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, do you think a regular evangelism program is needed or desired?\_\_\_\_\_\_\_\_\_\_\_\_\_

Why, or why not\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How many people were brought into the congregation during the past year?

By Adult Confirmation or Baptism \_\_\_\_\_\_\_\_

By Profession of Faith \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By Transfer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many people were removed from the congregation during the past year?

By Removal \_\_\_\_\_\_\_\_\_\_\_ By Transfer \_\_\_\_\_\_\_\_\_\_

By Death \_\_\_\_\_\_\_\_\_\_\_\_\_\_ By Release \_\_\_\_\_\_\_\_\_\_\_

What percentage of membership did not commune at least once during the past year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your average Sunday Church Attendance is \_\_\_\_\_\_\_\_ % of your total Baptized Membership.

**VIII STEWARDSHIP**

What type of Stewardship Program do you use?

Every Member Visit  Cottage (group) Meetings

Personal Interviews  Commitments during service

A Variety of Programs  No Specific Program

What percentage of your members make a regular financial pledge? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do your offerings for Synod come from:

A regular percentage of total offerings?

A fixed budget amount?

Separate mission offering envelopes?

Mission festival or other special mission Sundays?

**IX IF DUAL PARISH**

How many kilometres between congregations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What parish activities are conducted on a joint basis? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What more can be done jointly? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is there an inter-parish council or committee that meets regularly?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On what basis are dual parish decisions made? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Any particular problems in the dual parish arrangement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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On what basis are pastoral compensation and other financial matters handled?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**X PASTOR’S COMPENSATION**

Do you use the salary guidelines provided by synod? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your pastor’s salary  above;  below;  equal to guideline figures

Is the pastor’s salary regularly reviewed? \_\_\_\_\_\_\_\_ By whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of car allowance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you provide:

Parsonage \_\_\_\_\_\_\_\_

Utilities \_\_\_\_\_\_\_\_

Housing Allowance \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_

Equity Allowance \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_

LCC Worker Benefit Plans \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_

Continuing Education Allowance \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_

Pastoral Conference Expenses \_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_

Arrangements for vacation and time off \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If parsonage is provided:

How many bedrooms? \_\_\_\_\_\_\_\_\_\_\_

Are any appliances furnished? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What size family can the parsonage comfortably accommodate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the study/office provided in the church, or in the parsonage? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**XI PASTORAL EXPECTATIONS**

We recognize that the following may be very difficult to do, but we hope it will be helpful for you. Please try to rank the following pastoral skills or interests according to what you consider is the order of importance for your parish:

\_\_\_\_\_\_\_\_ Administration (working with boards, committees, organizations)

\_\_\_\_\_\_\_\_ Calling on “delinquent” members

\_\_\_\_\_\_\_\_ Calling on general membership

\_\_\_\_\_\_\_\_ Calling on sick and shut-ins

\_\_\_\_\_\_\_\_ Community involvement

\_\_\_\_\_\_\_\_ Evangelism/Outreach

\_\_\_\_\_\_\_\_ Participation in circuit/region/synod affairs

\_\_\_\_\_\_\_\_ Pastoral Counselling

\_\_\_\_\_\_\_\_ Preaching Content

\_\_\_\_\_\_\_\_ Preaching Delivery

\_\_\_\_\_\_\_\_ Teaching Adults

\_\_\_\_\_\_\_\_ Teaching Children

\_\_\_\_\_\_\_\_ Stewardship Leadership

\_\_\_\_\_\_\_\_ Social Involvement with Members

\_\_\_\_\_\_\_\_ Worship (planning and conducting services)

\_\_\_\_\_\_\_\_ Training and Leading Members in various areas of service

\_\_\_\_\_\_\_\_ Youth Ministry

What do you think are the most important qualities for a pastor to have? *(Give examples, e.g. patience, approachable, strong leader, etc.)*

What things are most necessary for maintaining good relationships between pastor and people?

Do you think the congregation is sensitive to the pastor’s need for “private time”? *(For prayer, study, family, recreation, etc.)*

Will the congregation invite and provide funds for the pastor who is called to visit as he deliberates on the Call?

**XII CONGREGATIONAL EXPECTATIONS AND GOALS**

List several goals toward which your congregation should be working in future years.

List at least three areas in which the congregation is strong (Three things it does well)

Are there any new things the congregation should be doing which it is not doing now?

In what areas do you feel the congregation needs most growth and improvement?

Assuming a good ministry of pastor and people together, and recognizing that God alone can give growth to His Church, do you think, within the next five years, that your congregation might:

\_\_\_\_\_\_\_\_ Increase by \_\_\_\_\_\_\_\_\_\_\_%;

\_\_\_\_\_\_\_\_ Decline by \_\_\_\_\_\_\_\_\_\_\_\_%;

or \_\_\_\_\_\_\_\_Remain about the same size.

What are two things that your congregation needs more than anything else, to be most effective?

How would you summarize the purpose for which your congregation exists?