



National Association of Congregational Christian Churches  
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### Church Information Form

#### Search Committee Information

Date Posted:  
Last Modified:  
Name of Chairperson:  
Address:  
City, State, and Zip :  
Work Phone:  
Home Phone:  
Fax:  
Email:

Name of Corresponding Secretary:  
Address:  
City, State, and Zip :  
Work Phone:  
Home Phone:  
Email:

Number of Members on Search Committee:

#### Concerning the Vacancy

- Position(s)  
Open:
- Senior Minister
  - Assistant Minister
  - Minister of Youth
  - Associate Minister
  - Director of Christian Education
  - Intentional Transitional Minister (ITM) \*
  - Other:

\*It is unethical for an ITM to consider or apply for the permanent position.

This position is: **An existing position/ new position**

List duties of the position or a job description:

Indicate any special training or certification required:

Indicate any special skills required:

What does the church consider to be the most important attributes of a pastor?  
*(Indicate where you place your priority on each point)*

<b><u>PREACHING AND WORSHIP</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Effectiveness as a worship leader				
Well organized sermon content				
Effective Delivery				
Preaching which deals with personal issues				
Preaching which deals with social issues				
<b><u>PASTORAL CARE</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Ability to help people develop spiritual life				
Ability as a counselor				
Effectiveness in dealing with crises				
Ability to facilitate spiritual retreats				
Maintains confidentiality				
<b><u>CHRISTIAN EDUCATION</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Commitment to education ministry				
Ability to teach				
Ability to train teachers				
Commitment to lead Biblical/other adult studies				
<b><u>CHRISTIAN MISSION AND SERVICE</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Commitment to world missions				
Commitment to community service				
<b><u>ADMINISTRATION</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Effective administrator				
Ability to work in team relationships				
Effective promotion of stewardship				
Effective recruitment of new members				
Skill in planning and leading programs				
Ability to recruit and promote lay leadership				
Ability to work with boards and committees				
Ability to supervise others				
Understanding of church finances				
<b><u>PERSONAL</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Personal integrity				
Maturity				
Sensitivity to others' feelings				
Ability to communicate personal faith				
Effective role model				
Ability to deal with conflict				
Leadership				
Creative planning				

<u>THE CONGREGATIONAL WAY</u>	Top	High	Med	Low
Commitment to the NACCC				
Commitment to regional/state associations				
Commitment to local associations				

**Salary and Benefits**

**Salary**

Base Cash Salary:  
*(do not include value of parsonage or housing allowance)*  
 Negotiable? Yes/No

**Parsonage**

Is Parsonage Provided?  
 If no parsonage, what dollar allowance is made for housing?  
 Fair rental value of parsonage:  
 How far from church is the parsonage?

**Additional allocations for the ministry:**

Moving Expenses:  
 Automobile Expenses:  
 Professional Expenses:  
 Parsonage Expenses:  
 Retirement Fund:  
 Continuing Education:  
 Travel to conferences:  
 Hospital and Med. Insurance:  
 Family Protection Plan:  
 Disability (Salary Continuance):

What policy do you have for reviewing the ministers' salary? Explain:

What is the length of vacation granted?

Do you make provision for study leave or for other continuing education on a regular basis? Explain:

Do you provide for sabbatical leave?  
 Explain:

**Local Church Fellowship**

Is your church a member of the NACCC?  
 Is your church a member of a state association or fellowship?  
 Which state association or fellowship?

**Local Church Programming**

**List the active boards, committees and organizations of your church:**

Name Of Group	Group Size	Purpose

**Total Number of Church Members**

Number of active members

Number of active families:

**Number of members in each age category:**

Under 20	20-39	40-59	60+

**Average attendance**

*(Sunday worship):*

September to June:	
June through August:	-----

**Occupations**

*(what percentage of membership):*

Business	
Clerical	
Laborer	
Professional	
Homemaker	
Skilled Trades	
Farming	
Student	
Retired	----%
Other	

**Church School Numbers:**

Total enrollment of the church school:

Average attendance September to June:

Are church school classes held in summer?

Curriculum being used: -----

**Education programs for adults:**

Type of program	Long/Short Term	Attendance

List the five most significant and meaningful programs or events in your church in the

last two years:

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**Youth Organizations:**

Type	Age Group	Total enrollment	Average Attendance

How many from your church have gone into full-time Christian vocations in the last ten years?

<b>Theological Position of the Church</b>
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On each of the following statements, choose one out of the three possible words that best identifies your congregation. *Most* for the majority, *Some* for a division or *Few* if it is a minority.

Most	Some	Few	
			All faiths have statements about God which are true.
			Jesus is the Word made flesh.
			Jesus is the fullest expression of God possible for human beings.
			Religious beliefs relate to every facet of our lives.
			Religion should remain separate from secular affairs.
			Salvation is possible only through Christ.
			Salvation is available to all persons whether or not they are Christians.
			The Bible is the inspired Word of God, mediated through human authors without error.
			The Bible should be interpreted in the light of modern scholarship.
			Evil is a real presence in the world today.
			Sin and suffering in the world are solely the result of human willfulness.
			The true nature of God is expressed through the Trinity - the Father, Son and Holy Ghost.
			The Holy Spirit is an active presence of God made known in Spiritual gifts.
			Prayer has the power to change the world.
			God is personally active in our lives.
			Evolution and the Biblical account of creation are compatible with each other.

Comments on the theological position of your church:

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Include a statement of the Theological and Biblical position which your committee feels would be representative of the church members.

Your church covenant:

**Buildings and Facilities**

How old are your church buildings: \_\_\_\_\_

Are they adequate?

Are they in good repair?

How many persons does the sanctuary seat?

Briefly describe the church building (include information about educational and recreational facilities)

Is there a private study for the minister?

Do you have any plans regarding the buildings? **Yes**  
Explain:

Does the church own the parsonage?

How old is it?

How many rooms?

How many bathrooms?

Is it in good repair?

Briefly describe the parsonage:

**Church Financial Data**

**Sources of income (past five years)**

Year	Pledges and Contributions	Interest	Rentals and Fees	Other
-----		_____		-----

Savings:

Endowments:

What is your total operating budget?

Benevolence Budget? ----

Describe methods used to underwrite the budget:

**Expenses (past five years):**

Year	NACCC	NACCC	Other	Operating	Cap. Exp. &
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	General Fund	Other Funds	Benevolences	Expenses	Debt Retire

List paid positions in your church:

Full Time	Part Time

### Community Information

Nature of community in which church is located:

Population of town or city:

Population of area served:

Describe the ethnic make-up of your community:

Is your community growing in population?

Is church membership gaining or losing in the community? Reasons:

Other churches in the community (list representative ones):

Church with the largest membership:

Describe any situation existing in your church or community that might require particular skills on the part of the minister?

Briefly describe your public school system:

Number of private schools in the area:

Percentage of the community student population in private school:

List the institution(s) of higher education in the area:

List the important businesses and/or industries in the community:

What are the factors that make your community desirable?

List the chief problems facing your community:

### Participation in Community/Interfaith/Ecumenical Activities

Does your church share in fellowship through Association and Conference meetings?

Describe:

What community groups meet in your church?

To what extent do you expect your minister to cooperate with and take leadership in community activities:

To what extent do you expect your minister to accept positions on National Association and/or local conferences and Association boards and committees?

...in camping programs:

Describe your relationship with churches of other denominations in your community, with councils of churches, and/or other interdenominational groups:

### Goals of your Church

Does your church have a mission statement? What is it?

Does your church have a vision statement? What is it?

What definitive hopes and objectives does your congregation have for the next year?

...for the next five years?

How ready are your members to consider changes in their purpose and programs to achieve these objectives?

Any other information you feel will be helpful:

Attach the latest annual report and budget to the congregation.

### Relationships

**Identify your church's experience with conflict. Indicate the extent to which each statement describes your church, using the following scale. (Rate: 1-5. Never as 1 and always as 5.)**

As a church, we respect and listen to each other and work things through without generating divisiveness.

As a church, we try to respect and listen to each other, but it is not uncommon for differences of opinion to be a problem and for some people to choose sides.

Some have left our church because of conflict.

Conflict hurts our sense of unity, so we tend to not talk about it.

Painful experience with conflict has been present, but it has been worked through and we have learned from the experience.

We have had some painful experiences with conflict, and they linger in the background.

Open conflict is present, and we need a minister who can help us deal with it.

We have had a solid relationship with persons involving pastoral leadership.

We have had some fairly rocky moments, but we have worked them through, and relationships with pastoral leaders have grown in significant and important ways.

We have had some tough times and things did not always work out.

Indicate the tenure of the last three installed persons who filled the position you are seeking to fill. Do not include interims:

Name	From	To

If a previous minister is currently a member of the church, describe his or her role in the life of the

congregation:

In addition to financial support, describe how your church supported the most recent person to hold the position you are now seeking to fill:

Involuntary Terminations: Have any of the last three persons serving the position you are seeking to fill left involuntarily or under pressure?

If yes, respond to the following:

Choose all of the issues that may have contributed to the termination:

- Conflict of personalities in the church
- Inadequate performance
- Pastoral style inappropriate for this church
- Other, Specify

Indicate, if you can, which of the following best describe the congregation's behavior toward that person prior to his/her leaving. You may select more than one:

- Civil
- Supportive
- Harsh/Indifferent

Describe what your church has learned from the experience about itself and its relationship with persons who provided ministerial leadership:

Does the church have a pastoral relations committee?

What criteria will you use to annually evaluate the pastor?

**What other church documents do you have available for review by a candidate?  
(Including but not limited to Articles of Incorporation, By-Laws, History, Constitution,  
Newsletters, Bulletins, Special Observances)**