

# **Ministerial Data Forms**

**Background:** The General Synod, through the Committee on Minister and His Work, assisted by Central Services, maintains dossiers (data forms) submitted by ministers and students. (*Form of Government, Chapter 9; Minutes of Synod 2010, pg 373-374*)

**WHAT is a Ministerial Data Form?** The purpose of the Data Form is to supply pulpit nominating committees or pastor search committees with information regarding potential pastors for their congregations. (See form attached)

\*\*\*\*\*

## **WHO...**

### **submits the MDF?**

Any minister or student under care of presbytery (see section below on non-ARP ministers/students) who wishes to do so may file a Ministerial Data Form with Central Services. Ministers are encouraged to update their Data Form on a regular basis. Initial filing and all updates are the responsibility of the minister.

### **receives the MDF?**

All forms received will be directed to the Executive Director of Central Services and uploaded to a secure site. A confirmation of receipt will be sent to the minister.

### **has access to MDFs?**

Access to data forms is restricted and forms are only released to:  
Pastor Search Committee Chairmen (or) Presbytery Chairman of Minister & His Work Committeez

Access for search committees expires when the congregation issues a call to a new pastor.

\*\*\*\*\*

**WHERE are blank MDFs located?** Blank Data Forms are available from Central Services.

\*\*\*\*\*

## **HOW should a non-ARP minister/student submit the MDF?**

NON-ARP MINISTERS/STUDENTS who wish to have a Ministerial Data Form on file must contact the Committee on Minister and His Work of the presbytery nearest to the minister's home. The MHW Committee will contact the Executive Director of Central Services if the presbytery wishes to make the recommendation.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**In what type of position(s) would you be willing to serve?**

- \_\_\_\_\_ Solo Pastor
- \_\_\_\_\_ Head of Staff
- \_\_\_\_\_ Associate Pastor
- \_\_\_\_\_ New Church Developer
- \_\_\_\_\_ Tentmaking (Bi-vocational)
- \_\_\_\_\_ Interim or Supply
- \_\_\_\_\_ Yoked Pastorate
- \_\_\_\_\_ Chaplain
- \_\_\_\_\_ Denominational Position

**In what type of position(s) have you Served?**

- \_\_\_\_\_ Solo Pastor
- \_\_\_\_\_ Head of Staff
- \_\_\_\_\_ Associate Pastor
- \_\_\_\_\_ New Church Developer
- \_\_\_\_\_ Tentmaking (Bi-vocational)
- \_\_\_\_\_ Interim or Supply
- \_\_\_\_\_ Yoked Pastorate
- \_\_\_\_\_ Chaplain
- \_\_\_\_\_ Denominational Position

**In what size church would you be willing to serve?**

- \_\_\_\_\_ Under 50 Members
- \_\_\_\_\_ 50-100
- \_\_\_\_\_ 101-250
- \_\_\_\_\_ 251-500
- \_\_\_\_\_ 501-1,000
- \_\_\_\_\_ Over 1,000

**In what size church(es) have you served?**

- \_\_\_\_\_ Under 50 Members
- \_\_\_\_\_ 50-100
- \_\_\_\_\_ 101-250
- \_\_\_\_\_ 251-500
- \_\_\_\_\_ 501-1,000
- \_\_\_\_\_ Over 1,000

**In what type of community would you be willing to serve?**

- \_\_\_\_\_ Inner City
- \_\_\_\_\_ Residential Urban
- \_\_\_\_\_ Suburban
- \_\_\_\_\_ Small Town
- \_\_\_\_\_ Rural
- \_\_\_\_\_ College
- \_\_\_\_\_ Retirement

**In what type of community have you served?**

- \_\_\_\_\_ Inner City
- \_\_\_\_\_ Residential Urban
- \_\_\_\_\_ Suburban
- \_\_\_\_\_ Small Town
- \_\_\_\_\_ Rural
- \_\_\_\_\_ College
- \_\_\_\_\_ Retirement

**Geographical Preference:** Do you have a geographical preference? If so, what is it?

**Please Check One:**

- \_\_\_\_\_ **A.** I am open to relocation.
- \_\_\_\_\_ **B.** I am not seeking relocation, but would be willing to relocate as the Lord leads.
- \_\_\_\_\_ **D.** I am not currently open to relocate.

**Personal Data Form**  
**Associate Reformed Presbyterian Church**

**Part I Personal Information**



Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Status: Ordained ( ) Candidate ( ) Licensed ( )

Please Explain: \_\_\_\_\_

Date Ordained: \_\_\_\_\_ By: \_\_\_\_\_

If Ordained Other Than ARP: Date Ordained \_\_\_\_\_

Date Received By ARP: \_\_\_\_\_

Transferring Denomination: \_\_\_\_\_

Receiving Presbytery: \_\_\_\_\_

If you are a student, when do you anticipate graduation? \_\_\_\_\_

Current Presbytery: \_\_\_\_\_

Current Denomination (If other than ARP): \_\_\_\_\_

Address of Presbytery or Denomination: \_\_\_\_\_

**A. Family (Check all that are applicable)**

Marital Status: ( ) Married ( ) Widowed ( ) Single ( ) Divorced ( ) Remarried

Spouse's Full Name: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

Is your spouse currently employed outside the home? \_\_\_\_\_ If so, where? \_\_\_\_\_

Please state any limiting factors regarding your health or that of your family members.

\_\_\_\_\_

**Children:**

**Name**

**Date of Birth**

**Live at Home?**

\_\_\_\_\_

\_\_\_\_\_

---

---

**B. Leisure**

What sort of recreational activities do you currently enjoy?

Are you a member of any social or civic organization(s)? (Please list)

What volunteer service(s) have you performed in your church or community?

**C. Education**

<b>School</b>	<b>Degree</b>	<b>Year Graduated</b>
College _____	_____	_____
Seminary _____	_____	_____
Graduate School _____	_____	_____

What other special training have you had? (Please include graduate courses, seminars, internships, correspondence courses, or other training that might be germane to the profession of the ministry.)

**D. Work Experience**

**Secular occupations:**

<b>Position</b>	<b>Employer</b>	<b>Date Started</b>	<b>Date Left</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**E. Church Experience**

**a. Churches Served:**

<b>Position</b>	<b>Date Started</b>	<b>Date Left</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**b. Presbytery/Synod Positions:**

_____	_____	_____
_____	_____	_____

**What salary range would you consider?** \_\_\_\_\_

**Part II Personal Faith**

**A. Conversion and Call** Please tell of your personal conversion and walk with the Lord, and your call to the ministry.. Please include a description of your prayer life and how it affects your work in the ministry. **Try to keep this under one page. There is space on pg 7.**

**B. Personal views**

1. Are you in agreement with the system of doctrine and government of the Associate Reformed Presbyterian Church? Yes\_\_\_\_\_ No\_\_\_\_\_
2. Do you subscribe fully to the Westminster Confession of Faith and the Larger and Shorter Catechisms? Yes\_\_\_\_\_ No\_\_\_\_\_
3. Briefly describe your view of Biblical authority in the church.

4. How do you describe the work of the Holy Spirit in the church today?

**Part III Preferences**

**A. Narrative** Please answer these questions concisely – there is more space at the end of this document if necessary.

1. What is your personal approach to leadership as a pastor of a church?
2. What are your goals in the ministry?
3. Describe your personal approach to preaching and the types of sermons you usually prepare.
4. What do you perceive as the greatest strengths you bring to the work of the ministry?
5. What do you perceive as the greatest areas for improvement?

**B. References** List the names and addresses of at least five (5) personal references.

Name	E-mail/Mailing Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

You have my permission to contact the persons listed above concerning my suitability for vacant positions.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### C. Rating

Following are 20 activities of a pastor in a church. Please determine a priority rating from 1-4 for these activities in your own ministry. Please limit your #1 and #2 categories to six (6). H = High L = Low

Category	H			L
1. <b>Corporate worship and sacraments</b> (Pastor works with congregation to develop a rich, meaningful worship experience)	1	2	3	4
2. <b>Proclamation of the Word</b> (Pastor places high priority on sermon preparation so that the Word of God is preached with urgency and conviction)	1	2	3	4
3. <b>Spiritual development of members</b> (Pastor facilitates spiritual growth through individual training, counseling, and small groups)	1	2	3	4
4. <b>Evangelism of the lost outside the church</b> (Pastor facilitates programs that train laypersons in sharing Jesus Christ with others)	1	2	3	4
5. <b>Church growth and church planting</b> (Pastor places strong emphasis on increasing church size and/or starting a new church)	1	2	3	4
6. <b>Support and encouragement of missions</b> (Pastor facilitates support and awareness of home and foreign missions)	1	2	3	4
7. <b>Home visitation of the members</b> (Pastor places high priority on visiting people in their homes regularly)	1	2	3	4
8. <b>Hospital or emergency visitation</b> (Pastor willing to visit during sickness or emergencies at any time)	1	2	3	4
9. <b>Support of Christian education program</b> (Pastor encourages education for all ages consistent with mission of church)	1	2	3	4
10. <b>Counseling and referral</b> (Pastor places high priority on developing counseling and referral programs)	1	2	3	4
11. <b>Congregational fellowship</b> (Pastor places strong emphasis on developing congregational community of mutual love and support)	1	2	3	4
12. <b>Administrative leadership in the church</b> (Pastor is comfortable with accepting administrative responsibility, delegation, and training of leadership)	1	2	3	4
13. <b>Stewardship and commitment programs</b> (Pastor works with church to develop a stewardship program of time and talent)	1	2	3	4
14. <b>Encouraging the ministry of the laity</b> (Pastor encourages spiritual gifts of members, sharing opportunities for planning and participation)	1	2	3	4
15. <b>Responsibility for teaching within the church</b> (Pastor places emphasis on his own personal role of teacher)	1	2	3	4
16. <b>Denomination and Presbytery service</b> (Pastor is involved in and encourages participation on Presbytery and Synod level)	1	2	3	4
17. <b>Social and political witness within and without the church</b> (Pastor emphasizes Biblical witness in politics and society)	1	2	3	4
18. <b>Social service</b> (Pastor places emphasis on the ministry of social assistance in the community)	1	2	3	4
19. <b>Development of congregation prayer</b> (Pastor places strong emphasis on the ministry of prayers, offers prayer opportunities)	1	2	3	4
20. <b>The development of youth and/or children's ministries</b> (Pastor encourages programs to reach youth and children)	1	2	3	4

**Part II – Conversion and Call:**



EXTRA SPACE FOR LONGER ANSWERS/ADDITIONAL INFO: