

Prairie Association

Information for Search Committees

In addition to the information which you will provide to potential candidates in your "Congregational Profile" you may wish to consider creating/including other information that may help prospective candidates form an accurate and positive knowledge about your community and church.

- Consider including your profile in a folder cover that might include an attractive photo of people from your church, or perhaps a photo of the building (but remember.... what do you want to communicate is most important.... buildings, or people?)
- Include in that folder information about your community, schools, area recreation, businesses, etc.
- If you provide a parsonage, accurate and attractive information about it is very important. At a minimum include a photo and a simple floor plan. You may even wish to create a video which would be a "walk through" the parsonage.
- A video presenting the life of your church and/or community can also be an attractive means by which to introduce prospective candidates to your people and ministry. If you do this, try to make your production as professional as possible. A poorly produced video may be worse than none at all.

Profile Issues:

- The Local Church Profile form is available for downloading at:
www.ucc.org/ministers/prolc.htm
- Be sure to understand what Conference Guidelines for compensation are before stating that you follow them.
- Be sure to have approval from your appropriate church committee or board before stating the range of compensation that you will be able to offer.
- Be very open about past conflict or other difficulties with previous pastors. You will make a much better impression by being candid about those stresses than by ignoring them, or pretending they did not exist.
- Item 34 on page 15 is asking for the "functions and duties" of the pastoral position you are seeking to fill. The context of this question can be confusing. It is NOT asking about your search committee's functions and duties.
- The Association Minister will provide page 17 (Association Reference) when you have finished the rest of your profile.

1-Page Mini-Profile:

- C It would be helpful to the Association Office if you would prepare your mini-profile on computer and send us an electronic copy of the document, as well as a paper copy. This will enable us to share your information by email with potential candidates, and therefore speed up the query process. The electronic file can be sent by diskette or as an email attachment. Please include with the file the word processing program that you use to create the document.

Do not hesitate to consult with the Association Minister about any questions you might have in completing the congregational profile.