

Congregational Information Form

Conservative Mennonite Conference

- *To be completed by CMC congregations seeking new pastoral leadership.*
- *The purpose of this form is to aid congregations in presenting information to prospective candidates for a pastoral leadership position. It may also aid the pastoral search committee in self-understanding as they assess the strengths and weaknesses of the congregation at the time of pastoral transition.*

A. General Information

1. Name of Congregation:

Address:

Church Telephone:

Email:

Website:

2. Chairperson of search committee:

Telephone:

3. Name of overseer/conference minister assisting the search committee:

Address:

Phone:

4. Year the congregation was founded:

5. Year the congregation joined CMC:

6. Membership:

Average weekly worship attendance:

Number of households (member and non-member):

7. Age of members and children. Give totals and percentage:

0-12 _____ 31-45 _____

13-18 _____ 46-64 _____

19-30 _____ 65+ _____

8. **Occupational profile of ages 19-70.** Give totals:

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

9. **Highest educational level of adults.** Give percentages:

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

10. **Describe the racial or ethnic composition of the congregation:**

11. **Type of community served by the church:**

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

12. **Which best describes the community?**

_____ Growing
_____ Stable
_____ Declining

13. **Describe the racial or ethnic composition of the community served by the church:**

14. List three primary employers in the community:

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

16. Name of the nearest college or university:

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

17. Identify significant issues confronting your community:

18. Describe significant assets of your community:

19. Describe how your church participates in community affairs and interchurch programs:

B. Church Structure and Program

1. Identify the primary governing body (elders, deacon, council) which represents the congregation:

2. Identify other significant leadership/planning bodies:

3. Sunday school

Number of children's classes:

Number of youth classes:

Number of adult classes:

Total Sunday school enrollment:

Average total attendance:

What curriculum is used by these classes?

4. Describe your youth program:

Does your congregation support and send young people to Bethel Camp, Rosedale Bible College, and Rosedale Mennonite Missions?

5. Does your congregation have an active small group program? If so, describe the groups and particularly the purposes of the groups:

6. What men's/women's organizations are active?

7. Describe other special programs or groups:

8. What outreach/evangelism outreach programs to the community does your congregation support and participate in?

9. Do community programs or groups utilize your church facilities? Who are they and how often?

10. Describe the worship music used by the congregation:

C. Church building and property

1. Seating capacity of sanctuary or worship area:

2. Date of construction of church building:

3. Date of last renovation: Describe what was done:

4. What, if any, building/renovation 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: printing/copy machine, computers, etc:

8. Are the building and equipment adequate for an effective program?

9. Name the insurance company and describe the coverage for church liability, property, pastor's liability, etc., for the church.

D. Church Finances

1. Receipts
Offerings received:
Receipts other than offerings:
Total receipts
2. Disbursements
Local outreach
Local capital disbursements
Other local ministries
Rosedale Mennonite Missions
Rosedale Bible College
Conservative Mennonite Conference
MCC and Mennonite World Conference
Other Mennonite
Non-Mennonite causes
Total disbursements
3. Who makes recommendations regarding pastoral and staff salaries?
4. Who determines the church budget or makes recommendations to the congregation?
5. What plan is used to challenge the congregation to Christian stewardship and to raise the budget?
6. Current total budget:
7. Is there church indebtedness? Amount:

How is it being reduced?

E. Staff

1. Identify the present 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 the termination? By whom and how were decisions made?

3. Salary range for a full time senior pastor:

Cash salary:

Housing allowance and utilities or parsonage:

Social Security cash assistance:

Family medical health plan (deductable amount _____):

Retirement/pension plan:

Continuing education:

Other benefits:

Auto expense:

Other professional expenses:

Projected changes for new pastor:

4. Identify other staff (assistant/associate pastor, lay ministers, office secretary, custodians, musician, other)

Title	% of full time	Specific responsibilities	Years served
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5. Describe housing options for the above position: Is there a parsonage or housing allowance?

F. Other (Please use a small group consensus for answers given in this section.)

