

**Community Ministry Portfolio**  
OFFICE FOR TRANSITION MINISTRY

**Basic Information**

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**Name of Church/Institution:**

**Diocese:**

**Address:**

**Phone:**

**Email:**

**Contact Name/Phone/Email:**

**Position Title** *(check one)*

**Current Status** *(check one)*

- Academic Dean/Professor
- Asst/Assoc/Curate
- Bishop
- Cathedral Dean/Staff
- Chaplain
- Church Planter/Redeveloper
- Consultant
- Diocesan/Regional Staff
- Ecumenical Ministry
- Executive Director
- Interim
- Musician
- National Staff
- Parish Staff
- Pastoral Care/Counselor
- Rector/Vicar
- Religious Order
- Retreat Director/Staff
- School Head/Staff
- Seminarian
- Specialized Ministry
- Spiritual Director
- Youth Minister

- Beginning Search
- Seeking Interim
- Interim in Place
- Developing Self-Study
- Developing Profile
- Receiving Names
- No Longer Receiving Names
- Re-opened
- Search Complete

**Receiving Names Until:** *(provide date)*

**Order of Ministry:** *(circle one)* Bishop   Deacon   Lay   Lay or Ordained   Priest

**Weekly Average Sunday Attendance(ASA):**

**# Weekend Services:**

**# Weekday Services:**

**# Other Services/Month:**

## Compensation, Housing & Benefits

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**Current Annual Compensation:** \$

**Cash Stipend:**

*plus*

**Housing/Rectory:** \$

( )\_check if housing supplied  
If supplied, for \_\_\_\_\_people

*Plus*

**Utilities:** \$ (if separate from housing figure)

*plus*

**SECA:** \$ representing reimbursement of: (circle one) Full / Half / Other

**Compensation Available for New Position:** \$

**Negotiable?** Yes No (circle one)

**Pension:** \$ ( ) check to affirm compliance with CPF requirements

**Healthcare Option:**(circle applicable) Full family /Clergy+1 / Clergy only / Negotiable

**Dental Option:** (circle one) Yes / No

**Housing Equity Allowance in Budget?** (circle one) Yes / No **Amount:** \$

**Vacation Time:**

**Continuing Education Time:**

**Cont. Education Budget:** \$

**Sabbatical Provision:** (circle one) Yes / No

**Travel/Auto Account:** (circle one) Yes / No

**Travel/Auto Budget:** \$

**Other Professional Account:** (circle one) Yes / No **Professional Budget:** \$

**Additional Compensation note:** (~20 words)

**Incumbent History & Church/Day Schools**

*(begin with most recent incumbent and record earlier dates in order)*

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Name	Position Title
Date Begun	Date Ended

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Name	Position Title
Date Begun	Date Ended

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Name	Position Title
Date Begun	Date Ended

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Name	Position Title
Date Begun	Date Ended

(Comments)

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Church School

Number of Teachers/Leaders for Children's Church School:  
Number of Students for Children School:  
Number of Teen/Young Adult:

Number of Teachers/Leaders for Adult Church School:  
Number of Students (Adults):

Day School

Number of Teachers for Day School:  
Total Staff for School:  
Number of Students:

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## **Narrative**

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*In our baptism we promise to proclaim by word and example the Good News of God in Christ, seeking and serving Christ in all persons. You are invited here to reflect on your ministry by responding to at least five (5) of the following questions (approximately 200 words, 1200 characters, each response). You may answer in more than one language, if appropriate.*

**Describe a moment in your worshipping community's recent ministry which you recognized as one of success and fulfillment.**

**Describe your liturgical style and practice. If your community provides more than one type of worship service, please describe all.**

**How do you practice incorporating others into ministry?**

**As a worshipping community, how do you care for your spiritual, emotional, and physical well-being?**

**How do you engage in pastoral care for those beyond your worshipping community?**

**Describe your worshipping community's involvement in either the wider Church or geographical region?**

**Tell about a ministry that your worshipping community has initiated in the past five years. Who can be contacted about this?**

**How are you preparing yourselves for the Church of the future?**

**Please provide 4-6 words (separated by commas) describing the gifts and skills essential to the future leaders of your worshipping community?**

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## **Connections**

Your Worshipping Community's website:

You may provide the media links to your worshipping community:

You may provide links here to other sites where you might be found (*may be audio/YouTube,etc.*)

Languages significantly represented in your worshipping community:

Approximate number of people:

Please note worship or classes you offer in the following languages:

Comments

## References

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Bishop's Name:

Bishop's Contact Information:

Diocesan Transition Minister's Name

Diocesan Transition Minister's Contact Information

Current Senior Warden's Name:

Current Senior Warden's Contact Information:

Previous Senior Warden's Name

Previous Senior Warden's Contact Information:

Nominating/Search Committee Chair's Name:

Nominating/Search Committee Chair's Ministry:

Nominating/Search Committee Chair's Contact Information

Parish/Institution Leader's Name:

Parish/Institution Leader's Ministry:

Parish/Institution Leader's Contact Information

Local Community Leader's Name:

Local Community Leader's Relationship:

Local Community Leader's Contact Information: