

Personal Information Form

Part II – Step 1 of 6

Positions you would consider:

*(Check **only** those positions with which you want this PIF matched. If you already have some experience for the position(s), check the “**Y**” column; if you do not have experience in that position(s), check the “**N**” column.)*

Experience	<u>Position Type</u>	Experience	<u>Position Type</u>
Y N		Y N	
<input type="checkbox"/>	<input type="checkbox"/> Associate Pastor (Christian Education)	<input type="checkbox"/>	<input type="checkbox"/> Minister of Music (ordained)
<input type="checkbox"/>	<input type="checkbox"/> Associate Pastor (Youth)	<input type="checkbox"/>	<input type="checkbox"/> Mission Pastor
<input type="checkbox"/>	<input type="checkbox"/> Associate Pastor (Young Adult)	<input type="checkbox"/>	<input type="checkbox"/> Pastor-parish
<input type="checkbox"/>	<input type="checkbox"/> Associate Pastor (Other)	<input type="checkbox"/>	<input type="checkbox"/> Pastor (Solo)
<input type="checkbox"/>	<input type="checkbox"/> Campus Minister	<input type="checkbox"/>	<input type="checkbox"/> Pastor (Head of Staff)
<input type="checkbox"/>	<input type="checkbox"/> Chaplain	<input type="checkbox"/>	<input type="checkbox"/> Pastor (New Church Development/Fellowship)
<input type="checkbox"/>	<input type="checkbox"/> Christian Educator (non-ordained)	<input type="checkbox"/>	<input type="checkbox"/> Pastor (Redevelopment/Transformation)
<input type="checkbox"/>	<input type="checkbox"/> College/Seminary faculty	<input type="checkbox"/>	<input type="checkbox"/> Pastor-shared ministry (between a church and another organization)
<input type="checkbox"/>	<input type="checkbox"/> College/Seminary staff	<input type="checkbox"/>	<input type="checkbox"/> Pastor (Tentmaker/Part-time)
<input type="checkbox"/>	<input type="checkbox"/> Co-Pastor	<input type="checkbox"/>	<input type="checkbox"/> Pastor (Yoked field)
<input type="checkbox"/>	<input type="checkbox"/> Designated Pastor	<input type="checkbox"/>	<input type="checkbox"/> Pastoral Counselor
<input type="checkbox"/>	<input type="checkbox"/> Director of Music (non-ordained)	<input type="checkbox"/>	<input type="checkbox"/> Presbytery/Synod executive
<input type="checkbox"/>	<input type="checkbox"/> Executive Pastor	<input type="checkbox"/>	<input type="checkbox"/> Presbytery/Synod program staff
<input type="checkbox"/>	<input type="checkbox"/> Interim Associate Pastor	<input type="checkbox"/>	<input type="checkbox"/> Presbytery/Synod Stated Clerk
<input type="checkbox"/>	<input type="checkbox"/> Interim Ministry (Governing Body)	<input type="checkbox"/>	<input type="checkbox"/> Youth Director (Non-ordained)
<input type="checkbox"/>	<input type="checkbox"/> Interim Pastor		

Employment type you prefer:

- Full Time
 Part Time
 Open to Either

Community types you would consider:

- Rural Village Town Small City Suburban
 Urban Inner City College Recreation Retirement
 N/A

Church sizes you prefer:

- Under 100 members 101-250 members 251-400 members
 401-650 members 651-1000 members 1001-1500 members
 More than 1500 members N/A

PIF (Part II) – Step 2 of 6

Primary Skill Choices:

(Select up to ten skills in which you have experience or training that you would like to use in your next position)

- | | |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> Administrative Leadership | <input type="checkbox"/> <input type="checkbox"/> Instrumental Music |
| <input type="checkbox"/> <input type="checkbox"/> Adult Ministry | <input type="checkbox"/> <input type="checkbox"/> Involvement in Mission Beyond Local Church |
| <input type="checkbox"/> <input type="checkbox"/> Budget Preparation | <input type="checkbox"/> <input type="checkbox"/> Leading Music Ministry |
| <input type="checkbox"/> <input type="checkbox"/> Building Renovation/Property Development | <input type="checkbox"/> <input type="checkbox"/> Leadership Development |
| <input type="checkbox"/> <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> <input type="checkbox"/> Leadership of Staff/Volunteers |
| <input type="checkbox"/> <input type="checkbox"/> Choir Directing | <input type="checkbox"/> <input type="checkbox"/> Legal/Tax Matters |
| <input type="checkbox"/> <input type="checkbox"/> Communication (Written/Oral) | <input type="checkbox"/> <input type="checkbox"/> Management of Building Usage |
| <input type="checkbox"/> <input type="checkbox"/> Community Ministries | <input type="checkbox"/> <input type="checkbox"/> Management of Equipment Resources |
| <input type="checkbox"/> <input type="checkbox"/> Community Service and Leadership | <input type="checkbox"/> <input type="checkbox"/> New Church Development |
| <input type="checkbox"/> <input type="checkbox"/> Conflict Management/Mediation Skills | <input type="checkbox"/> <input type="checkbox"/> Office Management |
| <input type="checkbox"/> <input type="checkbox"/> Congregational Communication | <input type="checkbox"/> <input type="checkbox"/> Older Adult Ministry |
| <input type="checkbox"/> <input type="checkbox"/> Congregational Fellowship | <input type="checkbox"/> <input type="checkbox"/> Organizational Administration |
| <input type="checkbox"/> <input type="checkbox"/> Congregational Home Visitation | <input type="checkbox"/> <input type="checkbox"/> Organizational Leadership and Development |
| <input type="checkbox"/> <input type="checkbox"/> Congregational Redevelopment/Transformation | <input type="checkbox"/> <input type="checkbox"/> PCUSA Policy/Constitutional Knowledge |
| <input type="checkbox"/> <input type="checkbox"/> Corporate Worship/Sacraments | <input type="checkbox"/> <input type="checkbox"/> Parliamentary Procedure |
| <input type="checkbox"/> <input type="checkbox"/> Counseling | <input type="checkbox"/> <input type="checkbox"/> Pastoral Care |
| <input type="checkbox"/> <input type="checkbox"/> Cultural Proficiency/Cross Cultural
Collaboration | <input type="checkbox"/> <input type="checkbox"/> Preaching |
| <input type="checkbox"/> <input type="checkbox"/> Curriculum Building | <input type="checkbox"/> <input type="checkbox"/> Problem Solving/Decision Making |
| <input type="checkbox"/> <input type="checkbox"/> Defining Program Needs | <input type="checkbox"/> <input type="checkbox"/> Project Management |
| <input type="checkbox"/> <input type="checkbox"/> Development of New Educational Experiences | <input type="checkbox"/> <input type="checkbox"/> Rural Ministry |
| <input type="checkbox"/> <input type="checkbox"/> Ecumenical and Interfaith Activities | <input type="checkbox"/> <input type="checkbox"/> Scholarship/Publishing |
| <input type="checkbox"/> <input type="checkbox"/> Evaluation of Program and Staff | <input type="checkbox"/> <input type="checkbox"/> Small Membership Church Ministry |
| <input type="checkbox"/> <input type="checkbox"/> Evangelism | <input type="checkbox"/> <input type="checkbox"/> Spiritual Development |
| <input type="checkbox"/> <input type="checkbox"/> Facility Management | <input type="checkbox"/> <input type="checkbox"/> Staffing/Human Resource |
| <input type="checkbox"/> <input type="checkbox"/> Family Ministry | <input type="checkbox"/> <input type="checkbox"/> Stewardship and Commitment Program |
| <input type="checkbox"/> <input type="checkbox"/> Financial Management | <input type="checkbox"/> <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> <input type="checkbox"/> Fund Raising | <input type="checkbox"/> <input type="checkbox"/> Teaching |
| <input type="checkbox"/> <input type="checkbox"/> Governing Body Ministry | <input type="checkbox"/> <input type="checkbox"/> Training Volunteers |
| <input type="checkbox"/> <input type="checkbox"/> Group Process | <input type="checkbox"/> <input type="checkbox"/> Transitional/Interim Ministry |
| <input type="checkbox"/> <input type="checkbox"/> Hospital and Emergency Visitation | <input type="checkbox"/> <input type="checkbox"/> Urban Ministry |
| <input type="checkbox"/> <input type="checkbox"/> Information Technology | <input type="checkbox"/> <input type="checkbox"/> Young Adult Ministry |
| | <input type="checkbox"/> <input type="checkbox"/> Youth Ministry |

Geographic Choices:

_____ Suggest my name anywhere in the USA

OR

_____ Only suggest my name in the specified areas **checked** below:

- | | |
|----------------------|----------------------------|
| _____ Alabama | _____ Alaska |
| _____ Arkansas | _____ Arizona |
| _____ California | _____ Colorado |
| _____ Connecticut | _____ District of Columbia |
| _____ Delaware | _____ Florida |
| _____ Georgia | _____ Hawaii |
| _____ Idaho | _____ Illinois |
| _____ Indiana | _____ Iowa |
| _____ Kansas | _____ Kentucky |
| _____ Louisiana | _____ Maine |
| _____ Maryland | _____ Massachusetts |
| _____ Michigan | _____ Minnesota |
| _____ Mississippi | _____ Missouri |
| _____ Montana | _____ Nebraska |
| _____ North Carolina | _____ North Dakota |
| _____ New Hampshire | _____ New Jersey |
| _____ New Mexico | _____ New York |
| _____ Nevada | _____ Ohio |
| _____ Oklahoma | _____ Oregon |
| _____ Pennsylvania | _____ Puerto Rico |
| _____ Rhode Island | _____ South Carolina |
| _____ South Dakota | _____ Tennessee |
| _____ Texas | _____ Utah |
| _____ Vermont | _____ Virginia |
| _____ Washington | _____ West Virginia |
| _____ Wisconsin | _____ Wyoming |

Training/Certification:

_____ Interim Ministry Training:

Week 1 (Introductory) by (*select one*) _____ PC (USA) _____ Interim Ministry Network
at _____ (City/State) in _____ (year)

Week 2 (Advanced) by (*select one*) _____ PC (USA) _____ Interim Ministry Network
at _____ (City/State) in _____ (year)

_____ Certified Christian Educator

_____ Certified Associate Educator

Work experience you have: (Please select only one)

_____ First Ordained Call _____ 0 to 2 years _____ 2 to 4 years
_____ 4 to 6 years _____ 6 to 8 years _____ 8 years or more

Languages in which you are fluent:

_____ English _____ Spanish _____ Korean
_____ Mandarin Chinese _____ Japanese _____ Cantonese
_____ Taiwanese _____ Other

PIF (Part II) – Step 3 of 6

Are you filing as a clergy couple? _____ Yes _____ No

If yes, please enter spouse's name and PIF-ID# _____

Minimum effective salary you would consider: \$ _____ /Year
(*Effective salary is compensation plus housing.*)

Are you a member of the Board of Pension's pension/medical plan?

_____ Yes _____ No

Are you willing to serve in a church or institution composed mainly of persons of another race/ethnicity other than your own?

_____ Yes _____ No

PIF (Part II) – Step 4 of 6

Sexual Misconduct Self Certification

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly(1991), and was revised by the 205th General Assembly(1993).

Please check one of the following:

_____ ***I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.***

_____ ***I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.***

The information contained in my Personal Information Form on file with Call Referral Services is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial or proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

_____ ***I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.***

Signature _____ Print Name _____ Date _____

*** Sustained**

- In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
- In a civil court, "sustained" means that there has been a judgment against the defendant.
- In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, **or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.**

*** Pending**

- In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
- In a civil court, "pending" means a case in which there has not been a decision or judgment,
- In an ecclesiastical case, "pending" means an **investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).**

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim)

PIF (Part II) – Step 5 of 6

Please list your work experience: (Please include position title, city, state, church size, community type, and dates from/to or number of years.)

Please list your other services to the Church or denomination for the past 10 years:

For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation).

Please describe the characteristics of the church or organization you would like to serve, and the unique gifts, skills and experiences you would bring to the position:

Please describe your present call and accomplishments:

Please describe your leadership style:

What are the key theological issues currently facing the church and society, and how do they shape your ministry?

PIF (Part II) – Step 6 of 6

Please enter up to six references here:

	<u>Name</u>	<u>Relation to you</u>	<u>Phone</u>	<u>Address</u>	<u>E-Mail</u>
1.	_____				
2.	_____				
3.	_____				
4.	_____				
5.	_____				
6.	_____				

_____ I hereby authorize those inquiring into my suitability to contact my references.

Signature _____ Print Name _____ Date _____

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After you submit your PIF online, the CLC system will generate an email message to the Stated Clerk of your presbytery (Committee on Preparation for Ministry moderator if you are a Candidate for Ordination) requesting attestation of your standing in presbytery (or certification that your presbytery CPM has approved your readiness to receive a call and given you permission to circulate a PIF if you are a Candidate). You may want to contact your Stated Clerk or CPM to let them know you have submitted a PIF so they can log in to the system and attest/approve the PIF quickly.